FREQUENTIS

Accountable Sources

User Manual

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About Accountable Sources

Software Version

Help Text Version 1.0
For Software Version R8
Software Build 5067

Web service Version

SNOWTAM Proposal 1.38
SNOWTAM Response 1.1

Accountable Sources Main Functions

- Submit permanent changes to static data
- Submit NOTAM proposals
- Submit a Runway Surface Condition report

There is an additional function to manage users.

Accountable Sources (ACS) is designed to enhance communication between authorised data providers who are distributed among a large number of locations around the country and the data validators/ distributors who are located centrally.

The system is designed to permit paperless transfer of data between these two groups and to reduce or eliminate the need to re-enter data already stored in electronic form. Additionally it reduces the time needed from a data observation until the time that the information is fully distributed and thus can be seen as an enhancement to safety.

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ACS Tutorial

Important information

Overview

This help file is created to guide you through the ACS system and it is divided into several parts.

ACS Tutorial

The “How to” section guides users through the handling of NOTAMJ/ SNOWTAM and through the ACS pages. The "What does it mean?" section contains definitions and Clarification on the various terms used in ACS. Also refer to the Canadian NOTAM Procedures Manual for additional information (CNPM).

“How to create a SNOWTAM for advanced users” is a guide for users that have basic knowledge of the ICAO SNOWTAM format. Here the content of fields in an international SNOWTAM is described.

“How to administrate ACS” is a guideline for administrator of the ACS application and explains how to use the user administration interface.

ACS Screens and Fields

This guides you through the ACS application interface. It contains a description of screens, fields and their options.

SNOWiz Pages and Fields

This guides you through the SNOWiz pages. It contains a description of pages, fields and their options.

ACS Administration Pages and Fields

This guides you through the ACS Administration interface. It contains a description of pages, fields and their options.

How to use the Online Help

"How to use the Online Help" explains how to use the Online Help.

Reference Information

"Reference Information" contains Information about topics like FAQ, error codes, formats and also Reference Documents.

Notes and Warnings

This is used to make the users aware of restrictions or other important information.

Additional information

How To

Introduction

The following chapter gives a short overview of the usage of ACS SNOWiz. It will be a guide through the different pages and describe the usage of the application.
For detailed information about fields in the application refer to the linked content.

Definition of a NOTAMJ / SNOWTAM

NOTAMJ and SNOWTAM are types of NOTAM used to notify users of the presence or removal of hazardous conditions due to snow, ice, slush or standing water associated with snow and braking action of runway surfaces in accordance with published reporting requirements. In Canada NOTAMJ are used. In most countries, SNOWTAM, the ICAO format, is used.

A SNOWTAM is a version of the NOTAMJ intended for international users. It contains coded information formatted into a number of sections each identified by a letter.

The output of SNOWiz is a SNOWTAM where a NOTAMJ is fully contained in item T. When disseminated, the entire SNOWTAM will go to international users and the NOTAMJ part only will be disseminated to Canadian users. See "How to for advanced users" for more information about SNOWTAM.

The maximum validity of NOTAMJ/SNOWTAM is 24 hours. A new or revised NOTAMJ/SNOWTAM must be issued whenever there is a significant change in conditions. The following changes relating to runway conditions are considered as significant:

- a change in the coefficient of friction of 0.05 or more
- changes in the depth of deposit greater than the following: 20 mm for dry snow, 10 mm for wet snow, 3 mm for slush
- a change in the cleared width of a runway of 10 percent or more
- any change in the type of deposit or extent of coverage including a return to bare and dry conditions
- when snow banks exist on one or both sides of the runway, any changes in the height or distance from centre line
- any change in the visibility of runway lighting because the lights are obscured by contaminants
- any other conditions that are, in the opinion of the aerodrome authority considered to be significant

SNOWiz Application

With SNOWiz you are able to:

- Create or revise a NOTAMJ / SNOWTAM
- Cancel a NOTAMJ / SNOWTAM
- Review the last submission

What are the differences between NOTAMJ / SNOWTAM?

See Definition of a NOTAMJ/ SNOWTAM

First Time Users

Before attempting to login ensure you have:

- A valid user name and password data (provided be your group administrator or the NAV CANADA administrator
- A secure system (virus free and updated with the latest security releases)
- A browser which is supported (see "Keyboard short cuts")
- The URL to access SNOWiz

Administrative roles and responsibilities are defined by NAV CANADA as follows:

Administrator

The Administrator - usually a NAV CANADA agent - is responsible for maintaining the application and providing guidance and assistance to group administrators and users.

Group Administrator

The Group Administrator is responsible for assigning users to groups and providing first level support.

How to Login into ACS

Login

See also Login/Logout

Figure 1. Login Screen

To login in:

1. Enter your user name (Figure 1/ marker 1).
2. Enter your password (Figure 1/ marker 2) as received from the Administrator or Group Administrator.
3. Click Sign In (Figure 1/ marker 3) or Reset (Figure 1/ marker 4) if you have to reset the inserted data.

You are logged into the system.

Note:

After five unsuccessful login attempts you will be locked out of the system. It requires an Administrator or Group Administrator to unlock a locked account.

How to choose an application in ACS

ACS Application Selection Screen

The selection fields on the ACS Application Selection Page are described in detail in ACS Application Selection Screen.
The options are:

1. Submit permanent changes to static data (not yet implemented)
2. Submit a NOTAM proposal (not yet implemented)
3. Submit a Runway Surface Conditions report (SNOWiz)
4. Administer ACS
5. Change password

The option numbers above correspond to the markers in the following figure.

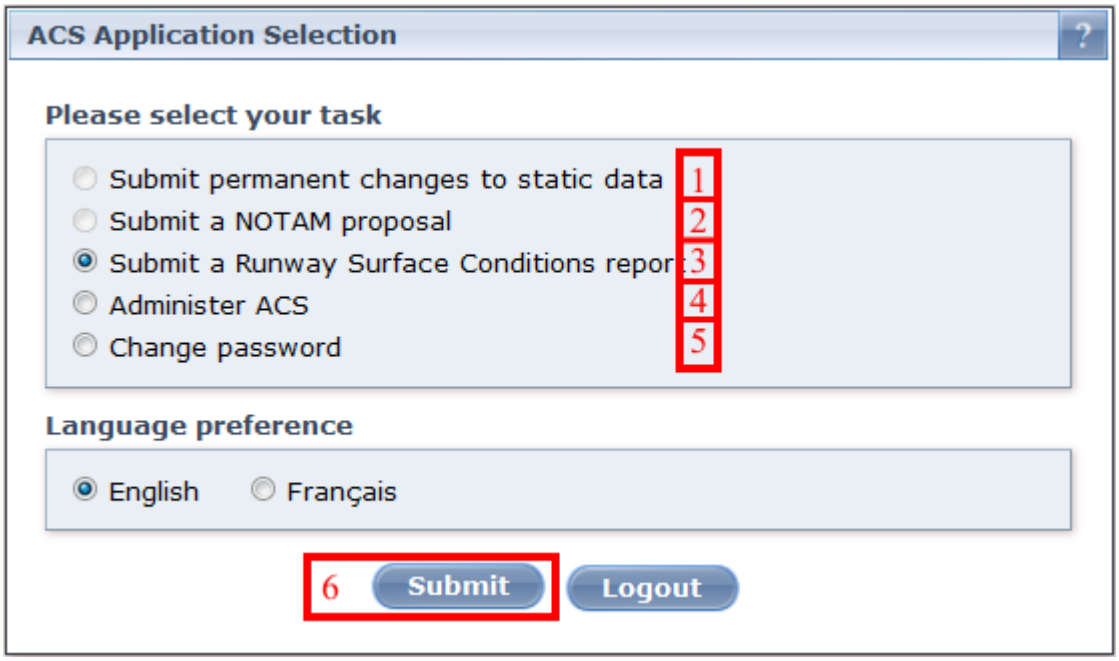


Figure 1. ACS Application Selection Screen

How you use this:

- Select the application you want (at this time only Runway Surface Conditions report, Administer ACS and Change password are available).

- Click Submit (Figure 1 / Marker 6).
- Read the following confirmation dialog and click Proceed (Figure 2 / Marker 7), if you agree. If not press Quit (Figure 2 / Marker 8) and contact your FIC (Flight Information Centre).

Note:

NOTAMJ/SNOWTAM issued with SNOWiz are not reviewed by NAV CANADA agents prior to dissemination and therefore, if the user wishes to provide additional comment but cannot do so in the required language(s), the responsible FIC must be contacted for assistance.

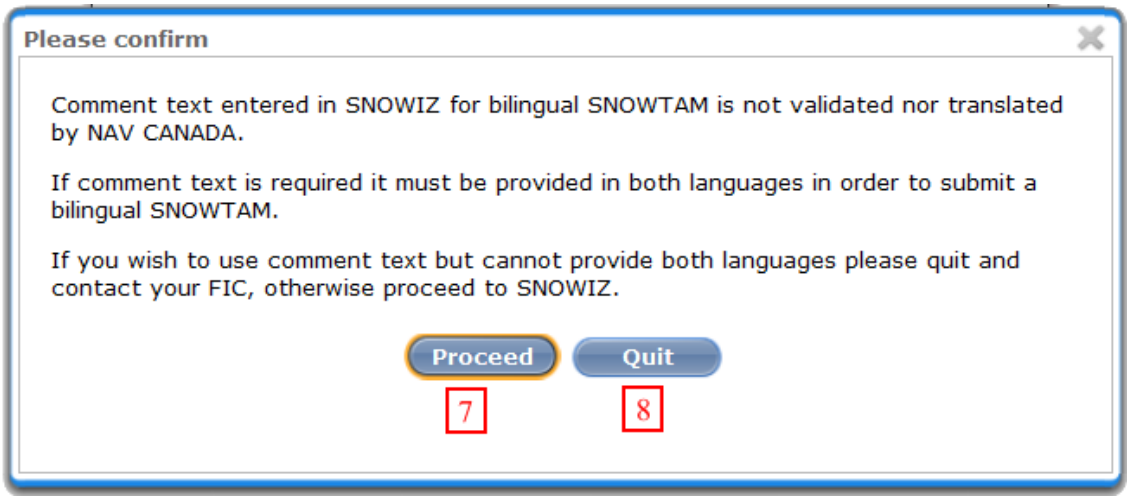

Please confirm
Comment text entered in SNOWIZ for bilingual SNOWTAM is not validated nor translated by NAV CANADA.
If comment text is required it must be provided in both languages in order to submit a bilingual SNOWTAM.
If you wish to use comment text but cannot provide both languages please quit and contact your FIC, otherwise proceed to SNOWIZ.
Proceed
Quit
7
8

Figure 2. ACS Application Selection Confirmation Dialog

How to create NOTAMJ / SNOWTAM

The following section describes both NOTAMJ and SNOWTAM, because their creation is the same.

See also Aerodrome Page and Runway Page

1. Select the Aerodrome for which you are submitting the report (mandatory if you are responsible for more than one aerodrome).

2. Click the New button.

NOTE: Clicking on the New button clears ALL data from a RETAINED SNOWTAM from ALL data fields (Runways, Taxiways and Aprons) and brings the user to the aerodrome page. Do not use NEW if you wish to edit or update information from an existing RETAINED SNOWTAM. For updating an existing NOTAMJ/SNOWTAM, please refer to the section "How to Edit a NOTAMJ/SNOWTAM".

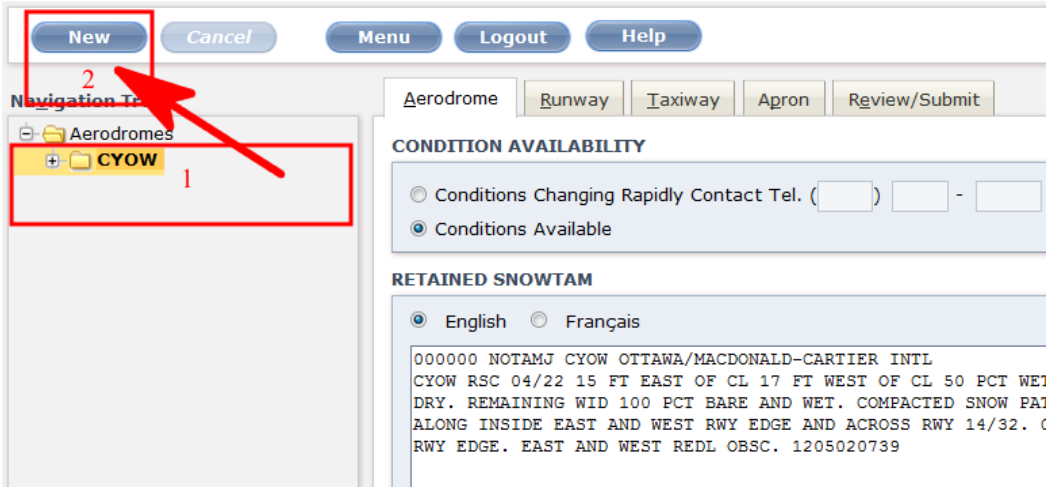


Figure 1. Aerodrome selection and new button action

3. The Runway Page appears. All data fields are empty except for the observation (OBS) Date Time and the cleared width which is FULL by default.

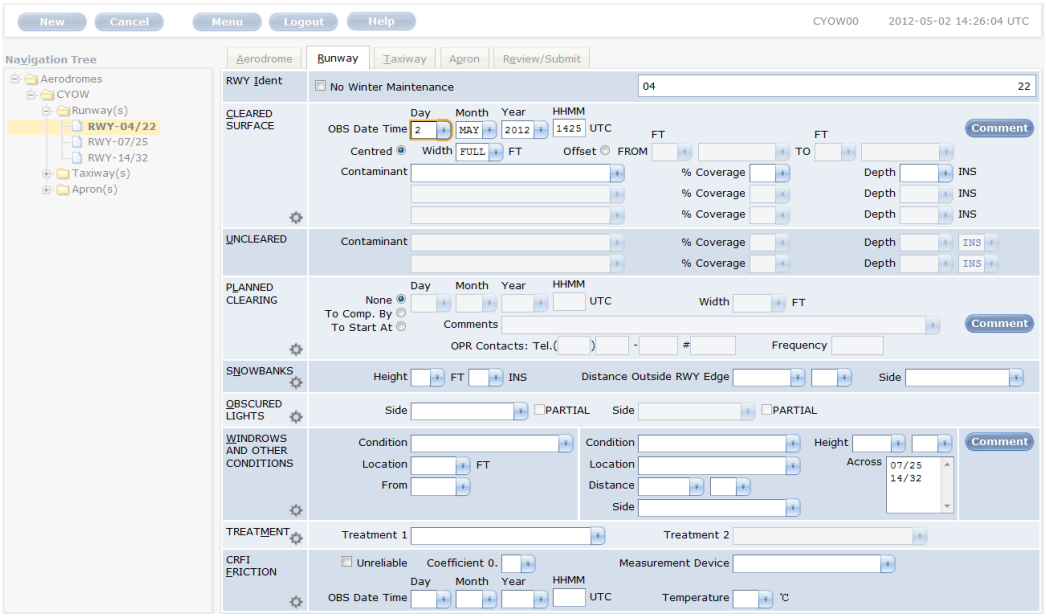


Figure 2. Runway Page

4. Insert information according to the current conditions

Please follow the instructions "How to fill out the Runway Page" for these steps.

5. Open the Taxiway and Apron Pages to add information as required.
6. Click the Review/Submit Page to review data that has been entered.

6. Insert a next planned observation time (optional).

7. Click Submit button if the message is correct.

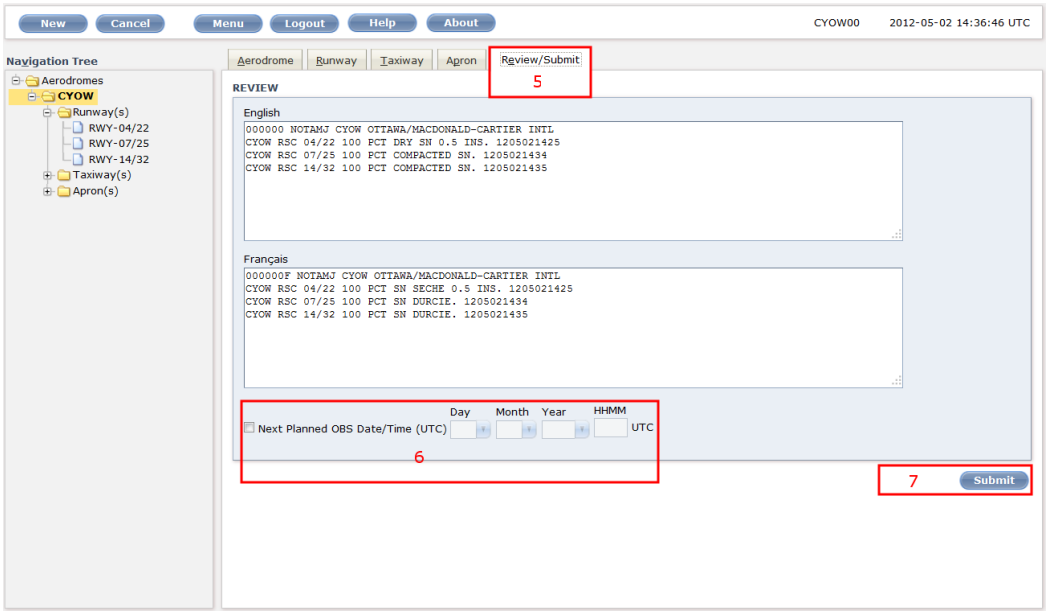


Figure 3. Review/Submission Page

8. After a few seconds, if the submission is successful, the SNOWTAM Submission Report will appear. Figures 3 and 4 are for a designated bilingual site. At non-bilingual sites, the NOTAMJ/SNOWTAM is displayed in English only.

9. The SNOWTAM Submission Report can be printed (Figure 4/ Marker 9.1) or downloaded (Figure 4/ Marker 9.2), that is, saved to file.

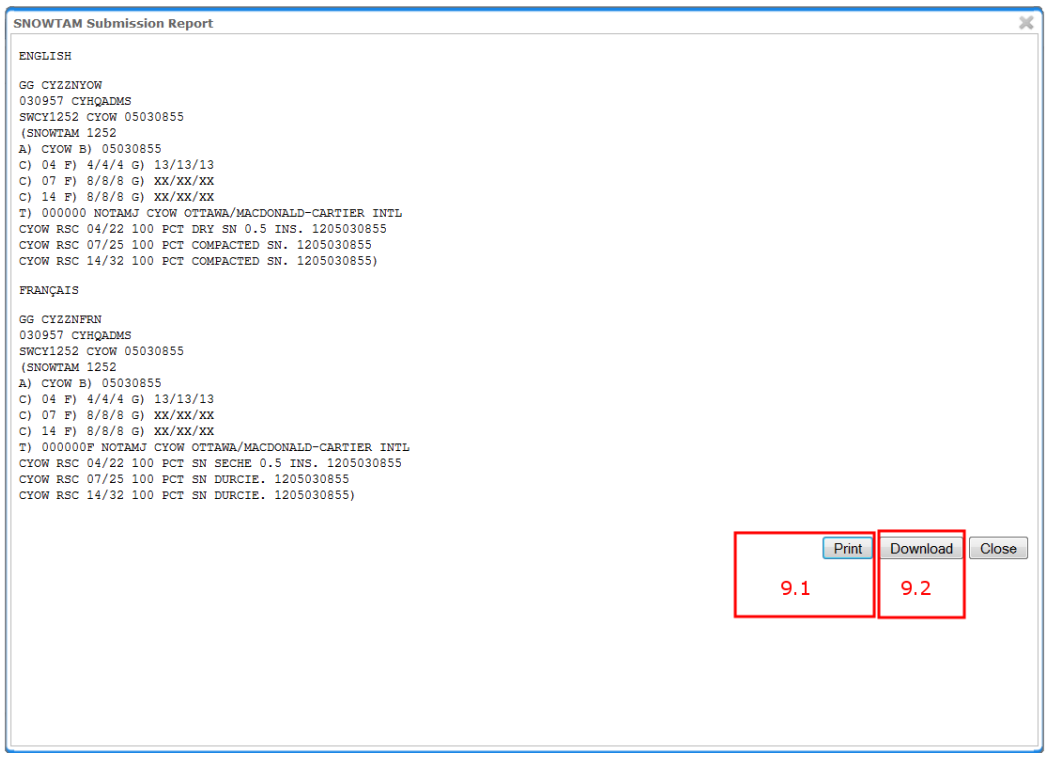

SNOWTAM Submission Report
ENGLISH
GG CYZZNYOW
030957 CYHQADMS
SWCY1252 CYOW 05030855
(SNOWTAM 1252
A) CYOW B) 05030855
C) 04 F) 4/4/4 G) 13/13/13
C) 07 F) 8/8/8 G) XX/XX/XX
C) 14 F) 8/8/8 G) XX/XX/XX
T) 000000 NOTAMJ CYOW OTTAWA/MACDONALD-CARTIER INTL
CYOW RSC 04/22 100 PCT DRY SN 0.5 INS. 1205030855
CYOW RSC 07/25 100 PCT COMPACTED SN. 1205030855
CYOW RSC 14/32 100 PCT COMPACTED SN. 1205030855)
FRANÇAIS
GG CYZZNFRN
030957 CYHQADMS
SWCY1252 CYOW 05030855
(SNOWTAM 1252
A) CYOW B) 05030855
C) 04 F) 4/4/4 G) 13/13/13
C) 07 F) 8/8/8 G) XX/XX/XX
C) 14 F) 8/8/8 G) XX/XX/XX
T) 000000F NOTAMJ CYOW OTTAWA/MACDONALD-CARTIER INTL
CYOW RSC 04/22 100 PCT SN SECHE 0.5 INS. 1205030855
CYOW RSC 07/25 100 PCT SN DURCIE. 1205030855
CYOW RSC 14/32 100 PCT SN DURCIE. 1205030855)
Print
Download
Close
9.1
9.2

Figure 4. SNOWTAM Submission Report

How to Edit NOTAMJ / SNOWTAM

The following part handles both NOTAMJ and SNOWTAM, because their creation is the same.

See also Aerodrome Page and Runway Page

To edit a NOTAMJ / SNOWTAM

1. Select the Aerodrome (mandatory if you have access to more than one aerodrome).
2. Select the Runway. The Runway Page is displayed.

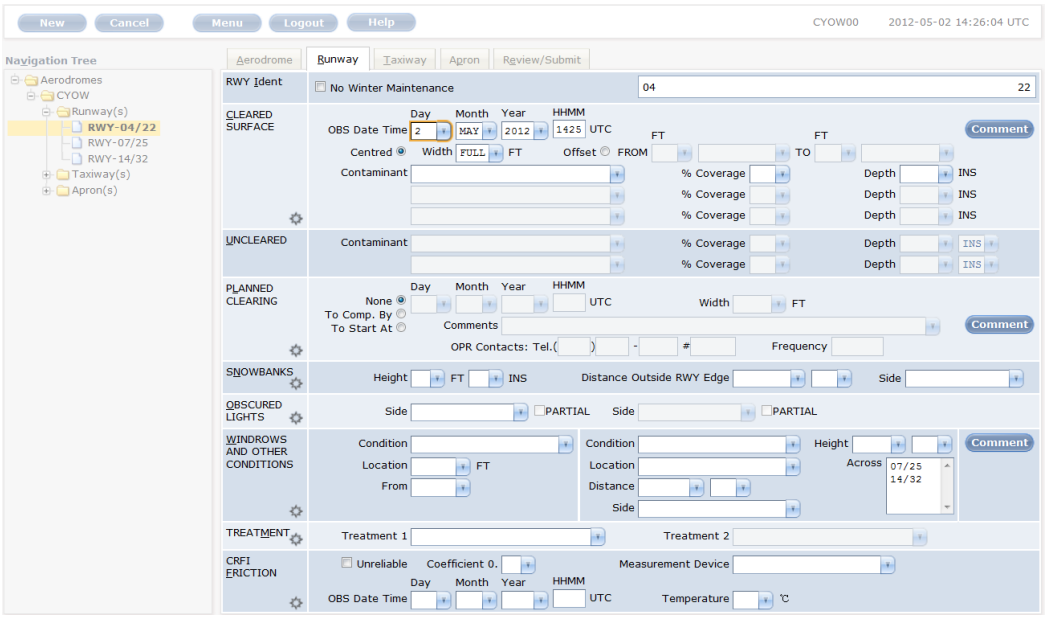


Figure 1. Runway Page

3. Change information according to the current conditions.
4. Change the Taxiway and Apron Pages if necessary.
5. Click the Review/Submit Page to review data that has been entered.
6. Insert next planned observation time (optional).
7. Click the Submit button if the message is correct.

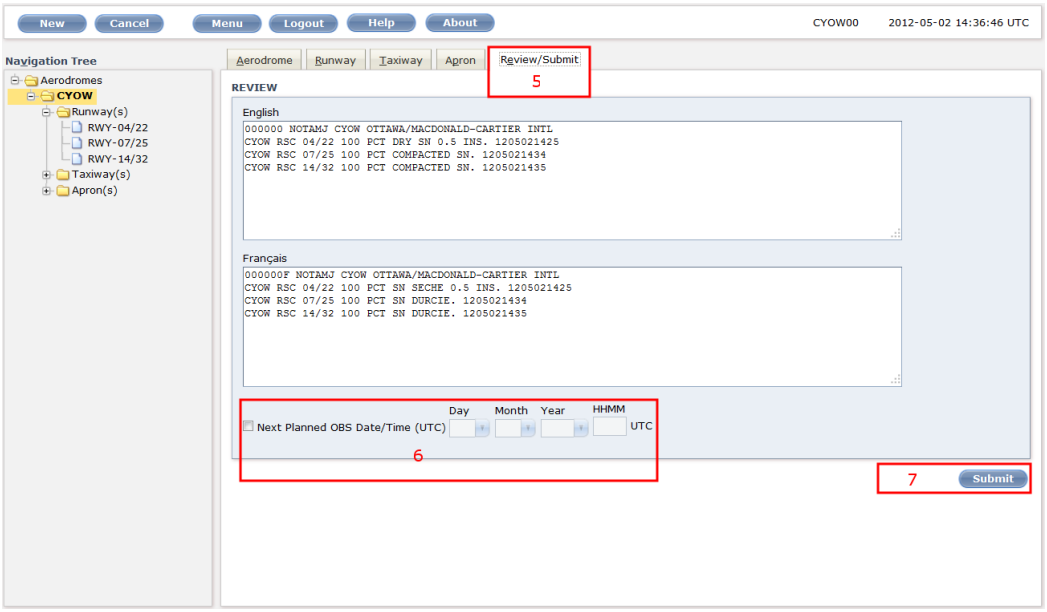


Figure 2. Submission Page

8. After a few seconds, if the submission is successful, the SNOWTAM Submission Report will appear. Figures 2 and 3 are for a designated bilingual site. Non-bilingual sites will be displayed in English only.

9. The SNOWTAM Submission Report can be printed (Figure 3/ Marker 9.1) or downloaded (Figure 3/ Marker 9.2), that is, saved to file.

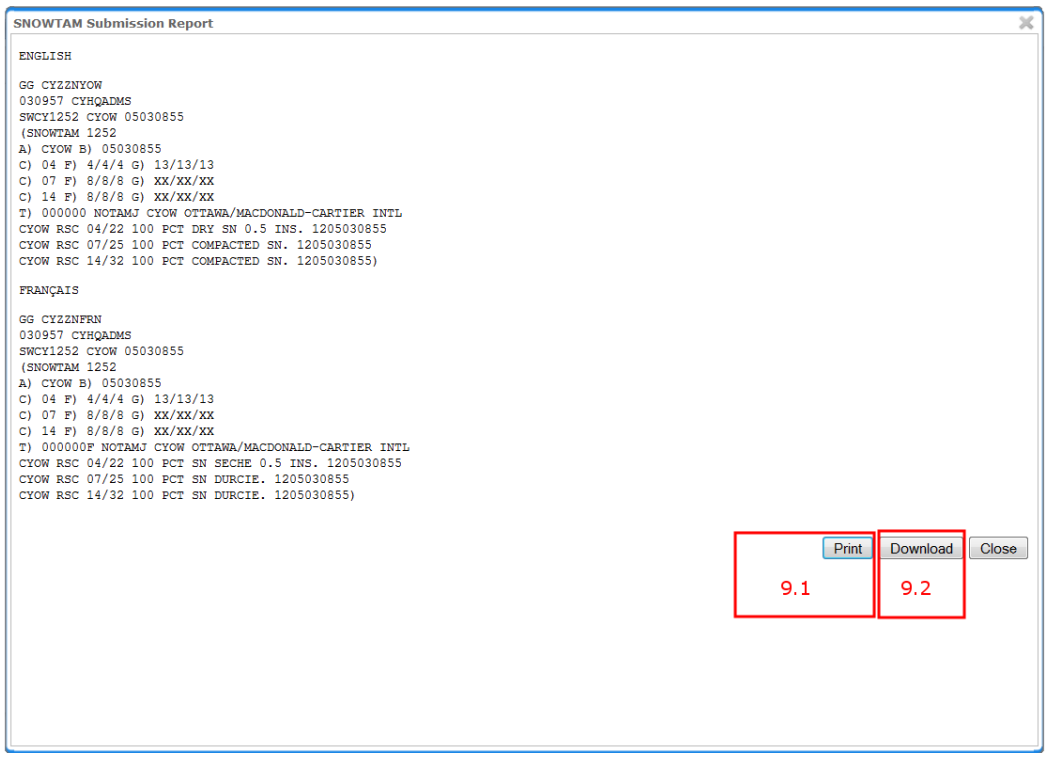

SNOWTAM Submission Report
ENGLISH
GG CYZZNYOW
030957 CYHQADMS
SWCY1252 CYOW 05030855
(SNOWTAM 1252
A) CYOW B) 05030855
C) 04 F) 4/4/4 G) 13/13/13
C) 07 F) 8/8/8 G) XX/XX/XX
C) 14 F) 8/8/8 G) XX/XX/XX
T) 000000 NOTAMJ CYOW OTTAWA/MACDONALD-CARTIER INTL
CYOW RSC 04/22 100 PCT DRY SN 0.5 INS. 1205030855
CYOW RSC 07/25 100 PCT COMPACTED SN. 1205030855
CYOW RSC 14/32 100 PCT COMPACTED SN. 1205030855)
FRANÇAIS
GG CYZZNFRN
030957 CYHQADMS
SWCY1252 CYOW 05030855
(SNOWTAM 1252
A) CYOW B) 05030855
C) 04 F) 4/4/4 G) 13/13/13
C) 07 F) 8/8/8 G) XX/XX/XX
C) 14 F) 8/8/8 G) XX/XX/XX
T) 000000F NOTAMJ CYOW OTTAWA/MACDONALD-CARTIER INTL
CYOW RSC 04/22 100 PCT SN SECHE 0.5 INS. 1205030855
CYOW RSC 07/25 100 PCT SN DURCIE. 1205030855
CYOW RSC 14/32 100 PCT SN DURCIE. 1205030855)
Print
Download
Close
9.1
9.2

Figure 3. SNOWTAM Submission Report

How to use the Aerodrome Page

See also Aerodrome Page

With the Aerodrome Page users are able to check the latest SNOWTAM submission (RETAINED SNOWTAM) or create a SNOWTAM with Conditions Changing Rapidly.

Note:

The RETAINED SNOWTAM is the last NOTAMJ / SNOWTAM issued, whether active, cancelled or older than 24 hours.

If the conditions are changing too rapidly for proper measurement and reporting, the user has to take the following steps:

1. Select Conditions Changing Rapidly (Figure 2/ Marker 1).
2. If data still exists, you must click Yes in the "Please confirm" dialog box. Data currently entered on the Runway, Taxiway and Apron pages will be lost.

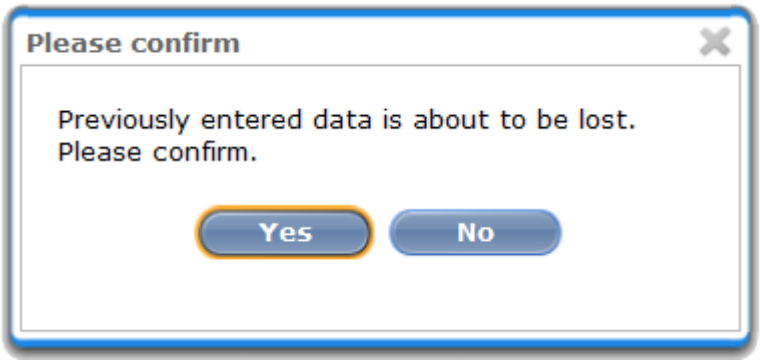


Figure 1. Confirmation dialog

3. Insert a valid telephone number for a responsible contact person at the aerodrome (Figure 2/ Marker 2).
4. Go to Review / Submit Page (Figure 2/ Marker 3).

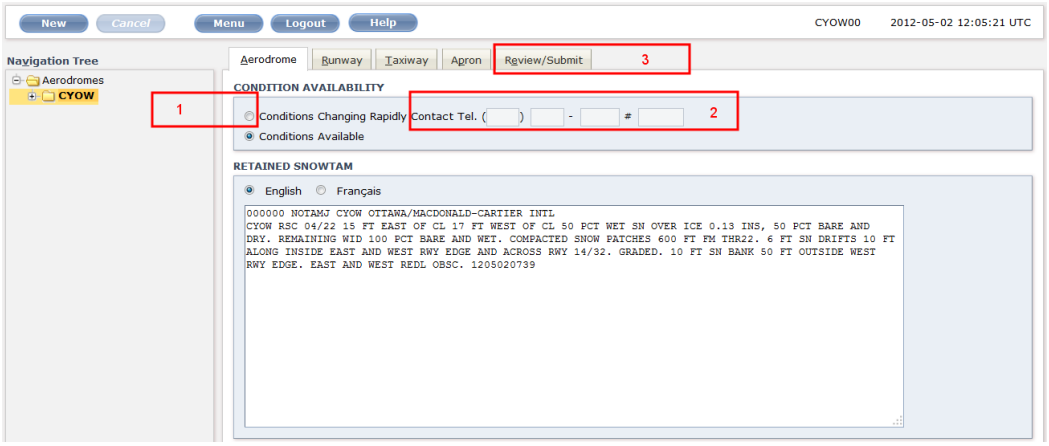

New
Cancel
Menu
Logout
Help
CYOW00
2012-05-02 12:05:21 UTC
Navigation Tree
Aerodromes
CYOW
Aerodrome
Runway
Taxiway
Apron
Review/Submit
3
1
CONDITION AVAILABILITY
Conditions Changing Rapidly Contact Tel. ( ) - #
2
Conditions Available
RETAINED SNOWTAM
English
Français
000000 NOTAMJ CYOW OTTAWA/MACDONALD-CARTIER INTL
CYOW RSC 04/22 15 FT EAST OF CL 17 FT WEST OF CL 50 PCT WET SN OVER ICE 0.13 INS, 50 PCT BARE AND
DRY. REMAINING WID 100 PCT BARE AND WET. COMPACTED SNOW PATCHES 600 FT FM THR22. 6 FT SN DRIFTS 10 FT
ALONG INSIDE EAST AND WEST RWY EDGE AND ACROSS RWY 14/32. GRADED. 10 FT SN BANK 50 FT OUTSIDE WEST
RWY EDGE. EAST AND WEST REDL OBSC. 1205020739

Figure 2. Aerodrome page with "Conditions Change Rapidly"

How to cancel NOTAMJ / SNOWTAM

See also Aerodrome Page and Runway Page

To cancel a NOTAMJ / SNOWTAM:

1. Select the Aerodrome (mandatory if you have access to more than one aerodrome).
2. If an active NOTAMJ / SNOWTAM exists, the Cancel button is available. The Cancel button is not available (grayed out) if the NOTAMJ / SNOWTAM is more than 24 hours old.

   Click the Cancel button.
3. The Review/Submit Page appears. Figures 1 and 2 are for a designated bilingual site. At non-bilingual sites, the NOTAMJ / SNOWTAM is displayed in English only.

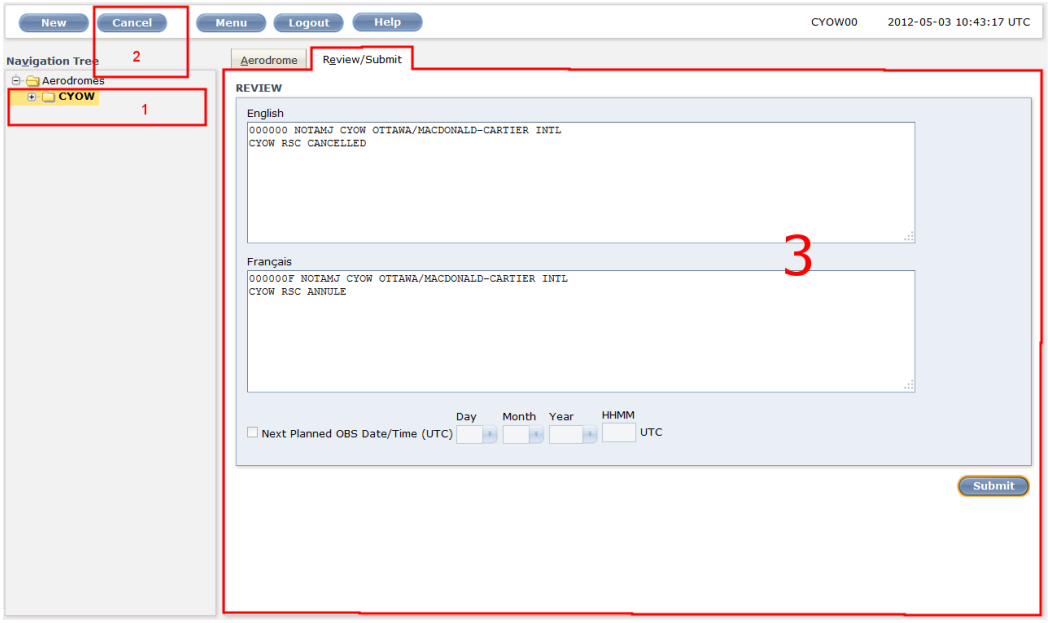


Figure 1. Review / Submit Page for a Cancel

4. Click the Submit button.
5. After a few seconds, if the submission is successful, the SNOWTAM Submission Report will appear.

The SNOWTAM Submission Report can be printed (Figure 2/ Marker 8.1) or downloaded (Figure 2/ Marker 8.2), that is, saved to file.

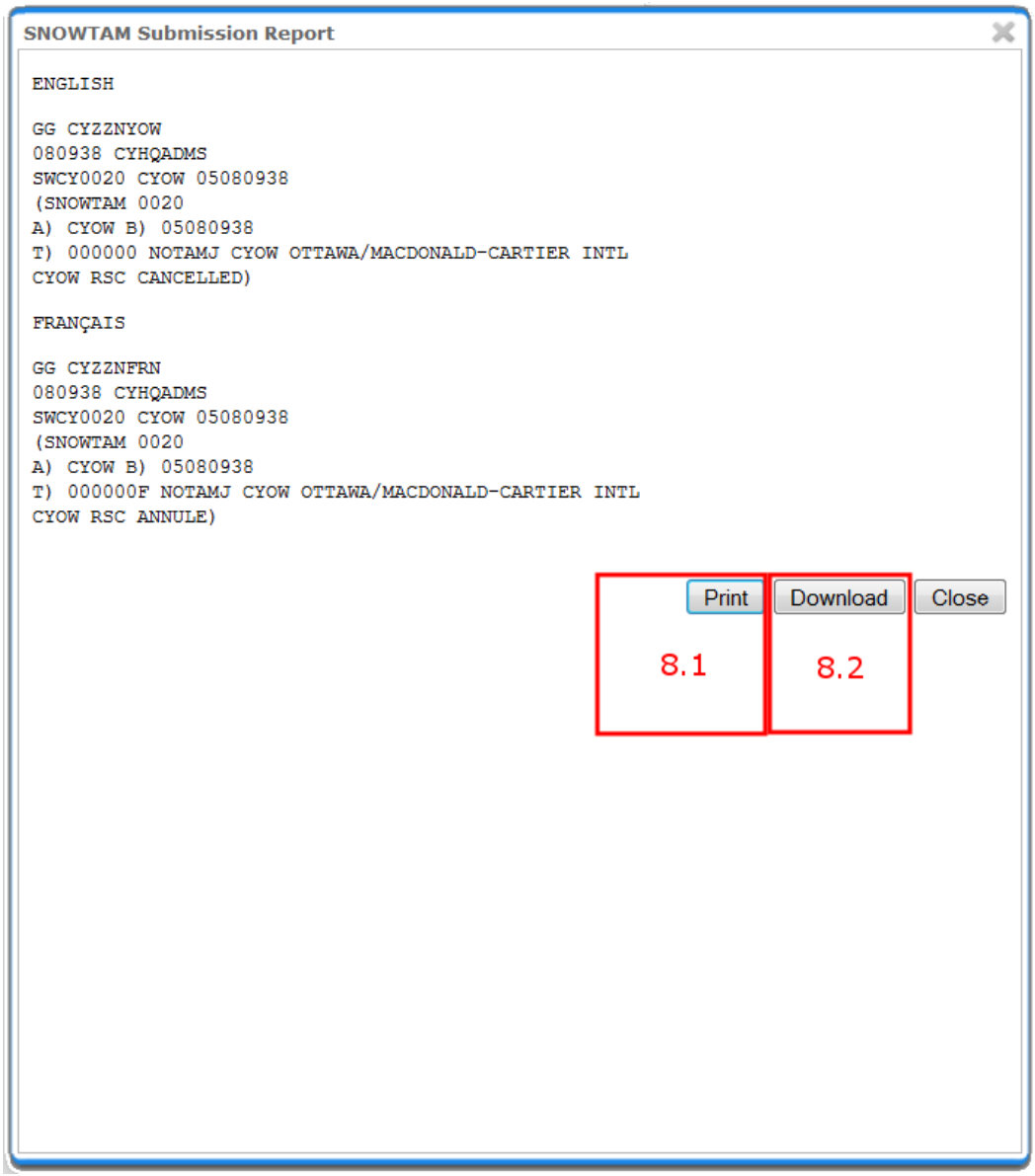


Figure 2. SNOWTAM Submission Report

How to fill out the Runway Page

See also Runway Page

To fill out the Runway Page the user requires knowledge about the current conditions. This includes the following:

1. Is there winter maintenance to report?
2. If yes, what is the current value of the Cleared Width and of the coverage of contaminants?

   Related information: Cleared width, Contaminants, Fields Cleared Surface
3. Is there an uncleared portion? If yes, what is the coverage of contaminants?

   Related information: Contaminants, Fields Uncleared Surface
4. Is there a need for planned clearance?
   If yes some or all of the following are required: complete by or start at time, planned clearance width, contact telephone number and/or frequency in case of a comment that includes CTC.
   Related information: Fields Planned Clearing
5. Are there any snow banks? What is the height and location?

   Related information: Fields Snowbanks
6. Are there any obscured lights and where are they located?

   Related information: Obscured lights, Fields Obscured Lights
7. Are there any windrows or other conditions? What is the height and location?

   Related information: Windrows, Snow drifts, Distance from threshold, Fields Windrows
8. What about treatments?

   Related information: Treatment, Fields Treatment
9. Is there a valid CRFI value at the time of reporting?

   Related information: Fields CRFI
10. Is there a next planned RWY observation time?
    If the next observation time is known, the user can include it. The next observation date/time applies to the entire NOTAMJ/SNOWTAM.

Repeat Steps 1-9 if your aerodrome has more than one Runway to report.

For Step 10 see also How to use the Review / Submit Page

The following picture shows you the location of all necessary information in accordance with steps 1 - 9 above.

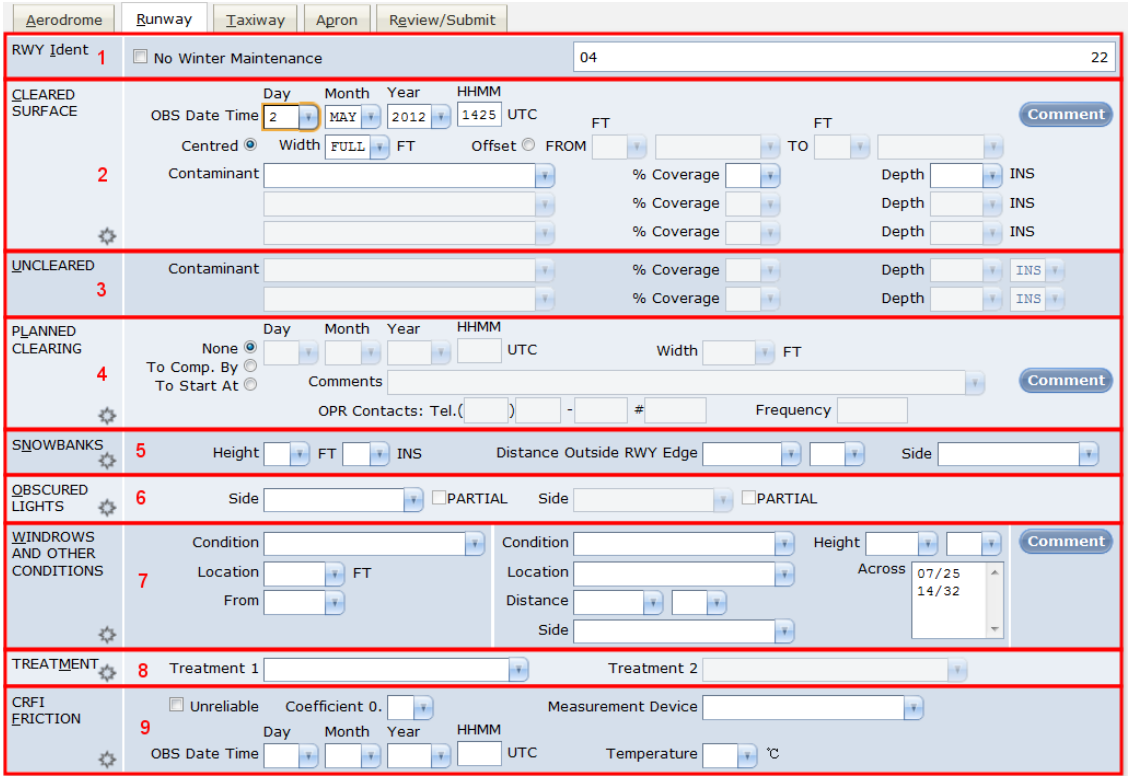


Figure 1. Runway Page marker

If the user can answer the above questions they are able to create a valid NOTAMJ / SNOWTAM.
The user has to insert the data into the correct fields.
After entering all data users are required to review the generated NOTAMJ / SNOWTAM text on the Review/Submit Tab before submitting.

Note:

Changing to another page triggers the validation of the fields. The NOTAMJ/ SNOWTAM can not be submitted before all open validation issues are fixed. Fields that fail validation (Validation Errors) are marked in red and corresponding error messages are displayed.

How to use the Taxiway Page

See also Taxiway Page

Filling out the Taxiway Page requires knowledge about the current taxiway conditions.

How to use the page:

1. Go to Taxiway Page (Figure 1/ Marker 1.1) or select a Taxiway (Figure 1/ Marker 1.2) in Navigation Tree.
2. Insert relevant information in the comment field (Figure 1/ Marker 2 or 3. Only Figure 1 / Marker 2 is displayed at non-bilingual sites).
3. At designated bilingual sites, insert the relevant information in both languages (Figure 1/ Marker 2 and 3).

Note:

The entered comment text is not automatically translated. If text has to be provided for a bilingual Aerodrome both comment fields have to be filled out with the corresponding language.

If you wish to use comment text but cannot provide both languages please quit and contact your FIC. This can be ignored if you are providing comment text for only English language related aerodromes.

Figure 1. Taxiway Page

How to use the Apron Page

How to use the Apron Page

See also Apron Page

Filling out the Apron Pages require knowledge about the current apron conditions.

How to use the page:

1. Go to Apron Page (Figure 1/ Marker 1.1) or select an Apron (Figure 1/ Marker 1.2) in Navigation Tree.
2. Insert relevant information in the comment field (Figure 1/ Marker 2 or 3).
3. At designated bilingual sites, insert the relevant information in both languages (Figure 1/ Marker 2 and 3).

Note:

The comment text entered is not automatically translated. If text has to be provided for a bilingual Aerodrome both comment fields have to be filled out with the corresponding language.

If you wish to use comment text but cannot provide both languages, please quit and contact your FIC.

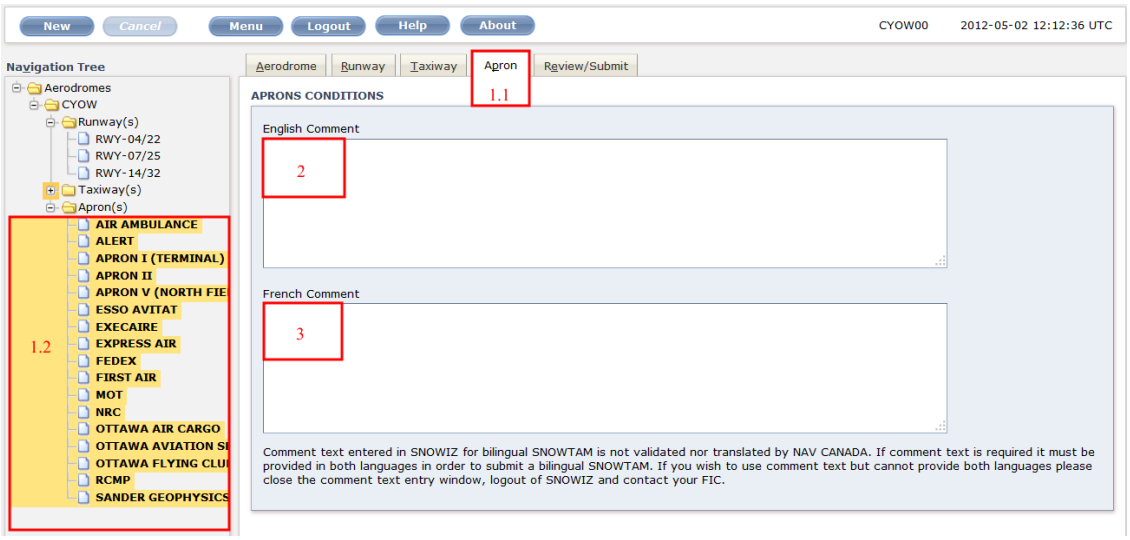


Figure 1. Apron Page

How to use the Review / Submit Page

See also Review / Submit Page

On the Review / Submit Page the user is able to review the created/changed SNOWTAM or cancellation message before submission.
To submit a SNOWTAM:

1. Check if all needed information has been correctly entered.
2. Check the Next Planned Observation Time box and insert Date and time (optional).
3. Click the Submit button.

Figure 1 is for a designated bilingual site. At non-bilingual sites the NOTAMJ / SNOWTAM is displayed in English only.

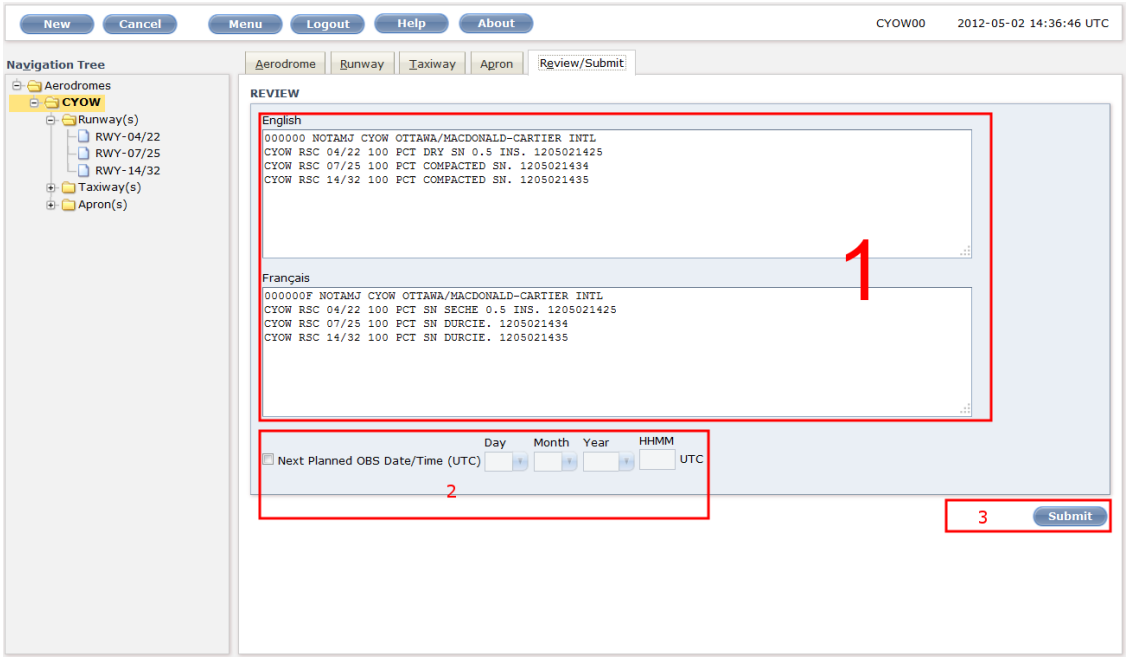


Figure 1. Review Submission Page

What does it means?

"What does it mean?" is a section that uses illustrations and definitions to explain SNOWiz related topics and words.

Note:

The following descriptions are only for understanding SNOWiz related terms. For additional guidance and information, refer to the training material provided by NAV CANADA as well as the Canadian NOTAM Procedures Manual, Chapter 7.

Cleared Width

Definition: The width of the narrowest portion of a runway that has been cleared to the greatest extent possible of contaminants.

Cleared width will be reported as either:

centred, which means that the cleared portion is the same on either side of the centre-line
or
offset, which means that the user has to define the amount that is cleared for each side.

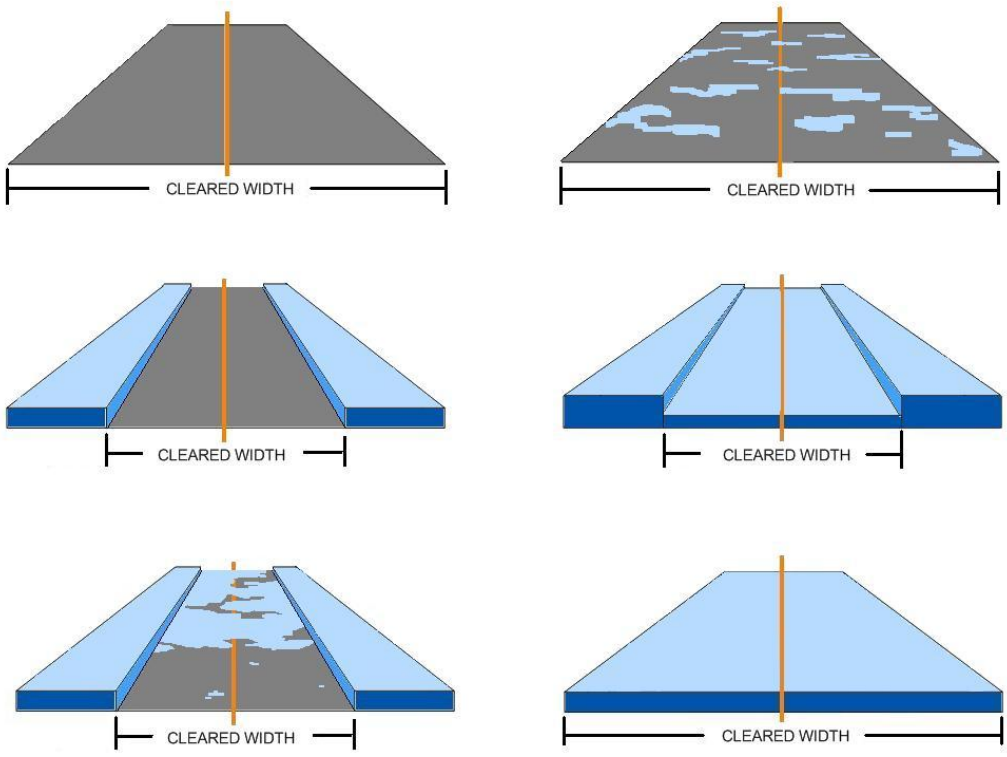


Figure 1. Cleared Width

Offset

Report the width that is cleared on each side in relation to the centre-line.

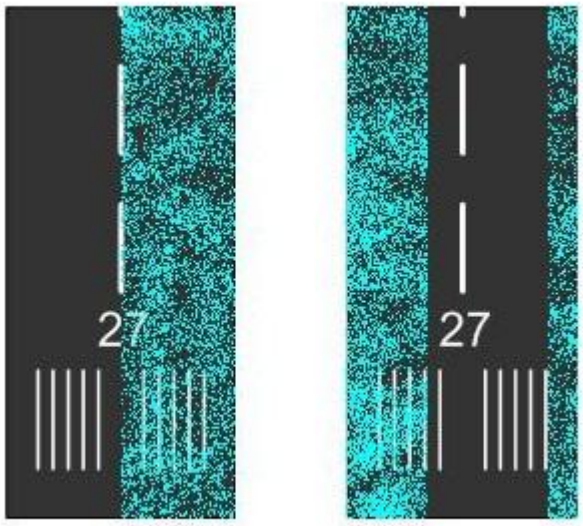


Figure 2. Cleared Width
a. 100 feet SOUTH of the centreline are cleared. 0 feet NORTH of the centreline is cleared.
b. 80 feet NORTH of the centreline and 20 feet SOUTH of the centreline are cleared.

Remaining Width (Uncleared surface)

Report on the runway surface conditions outside of the cleared width.

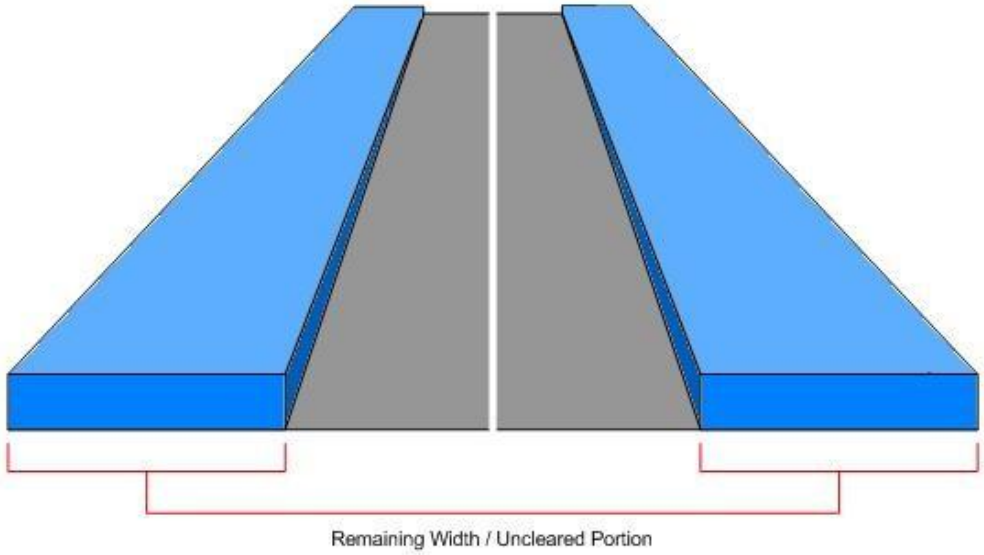


Figure 3. Uncleared portion

Contaminants

A list of contaminants can be found in chapter Contaminant Layers and Codes and in Contaminant Friction Ranking.

Compacted Snow:
Snow which has been compressed into a solid mass that resists further compression and will hold together or break up into lumps if picked up.

Figure 4. Compacted Snow

Dry Snow:
Snow which can be blown if loose or, if compacted by hand, will fall apart again upon release.

Figure 5. Dry Snow Close and Open

Wet Snow:
Snow that sticks together to form a snowball but does not readily allow water to flow from it when compressed by hand.

Figure 6. Wet Snow Close and Open

Frost:
Frost is the solid deposition of water vapor from saturated air.

Figure 7. Frost

Slush:
Water-saturated snow which with a heel-and-toe slap-down motion against the ground will be displaced with a spatter.

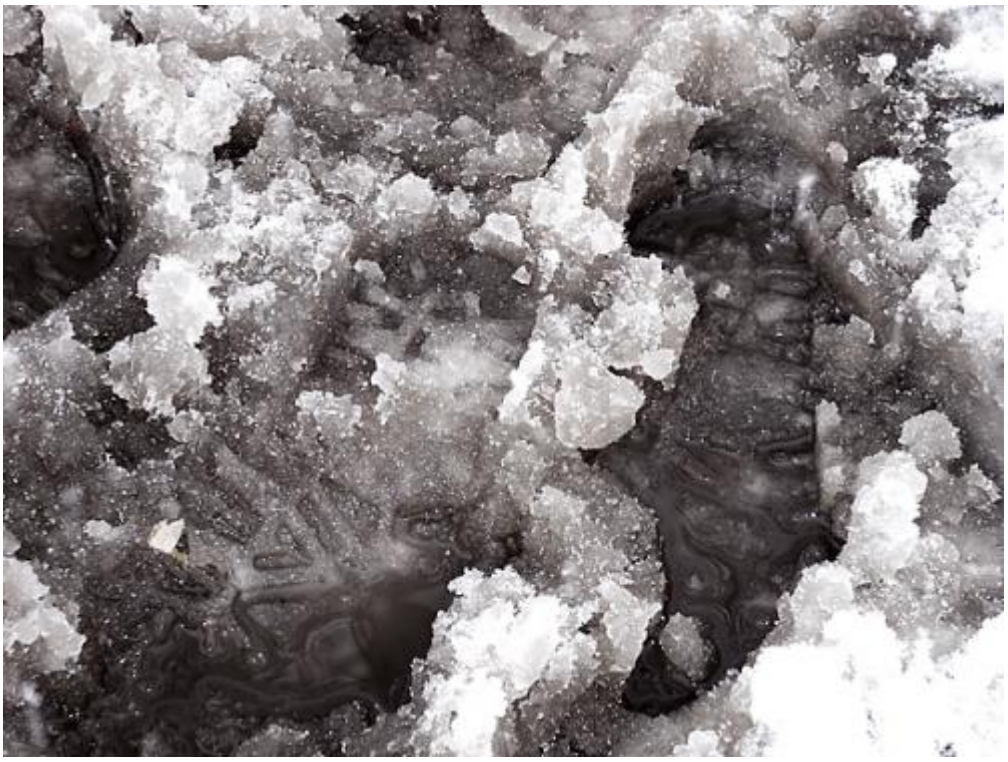


Figure 8. Foot prints in slush

What are Snow banks?

Snow banks are heaps of snow created mechanically that are higher than the surrounding snow cover. In this section, only the heaps of snow located outside of the runway surface are considered. The distance is measured from the outer edge of the runway. If you wish to report on a snow bank located on the runway surface, please refer to the section “What are Windrows ?”.

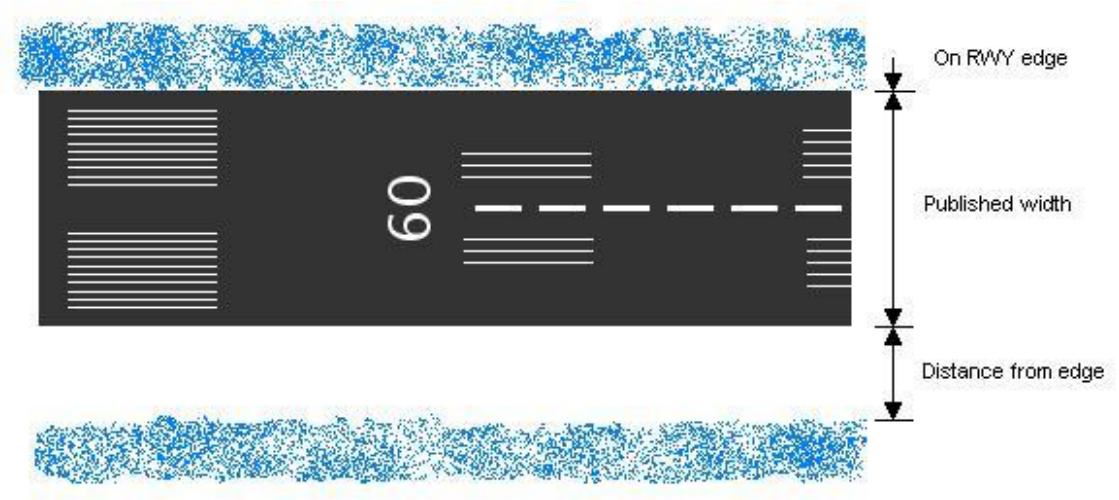


Figure 9. Snow bank

What are Snow drifts?

A snow drift is a deposit of snow sculpted by wind into a mound.

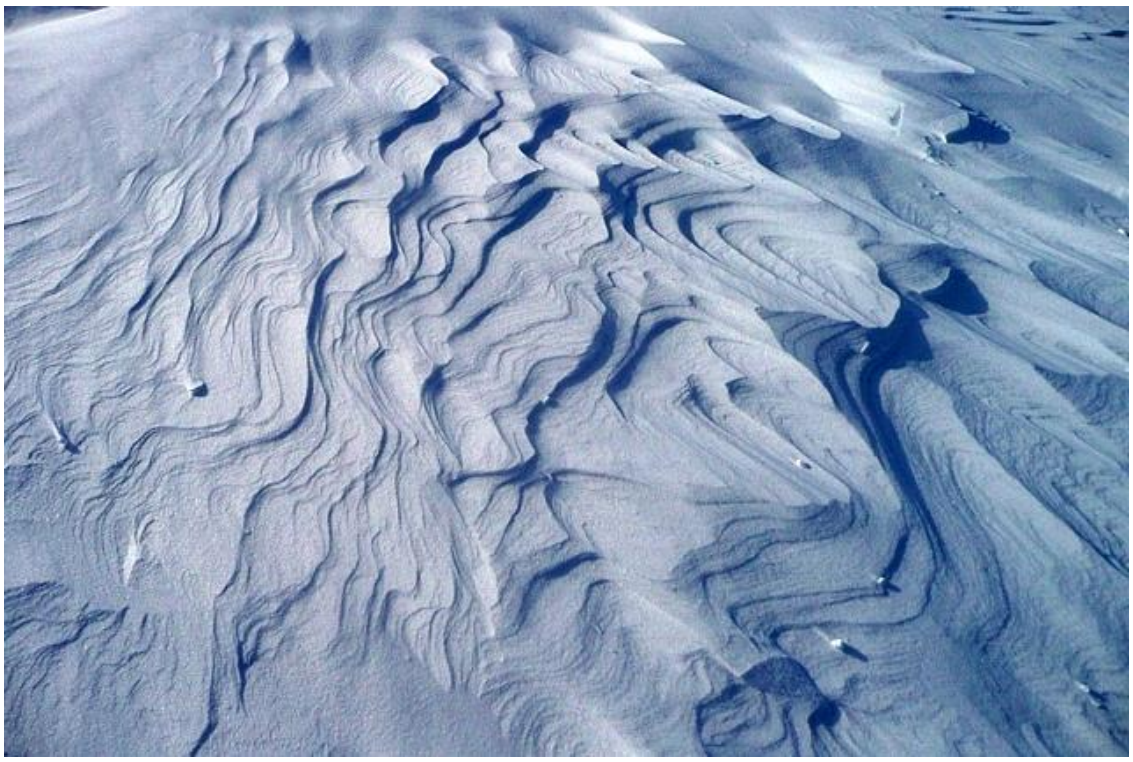


Figure 10. Snow drift

What are Windrows?

A windrow is a ridge of material, such as snow or gravel, created by airside maintenance equipment. In this section, only the ridges of snow located on the runway surface are considered. If you wish to report on a similar condition occurring outside of the runway edges, please refer to the section “What are Snow Banks”?

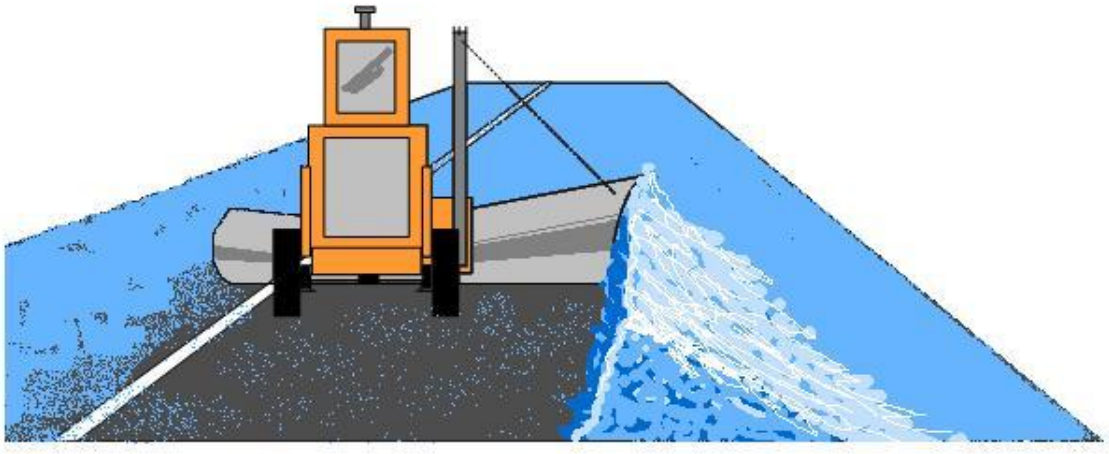


Figure 11. Snow plow windrow dependency

In SNOWiz the windrow distance is measured and also published as either the distance inside the runway edge, inside the runway edge lights or along the cleared width. That distance has to be given in feet or inches with the height also in feet or inches.

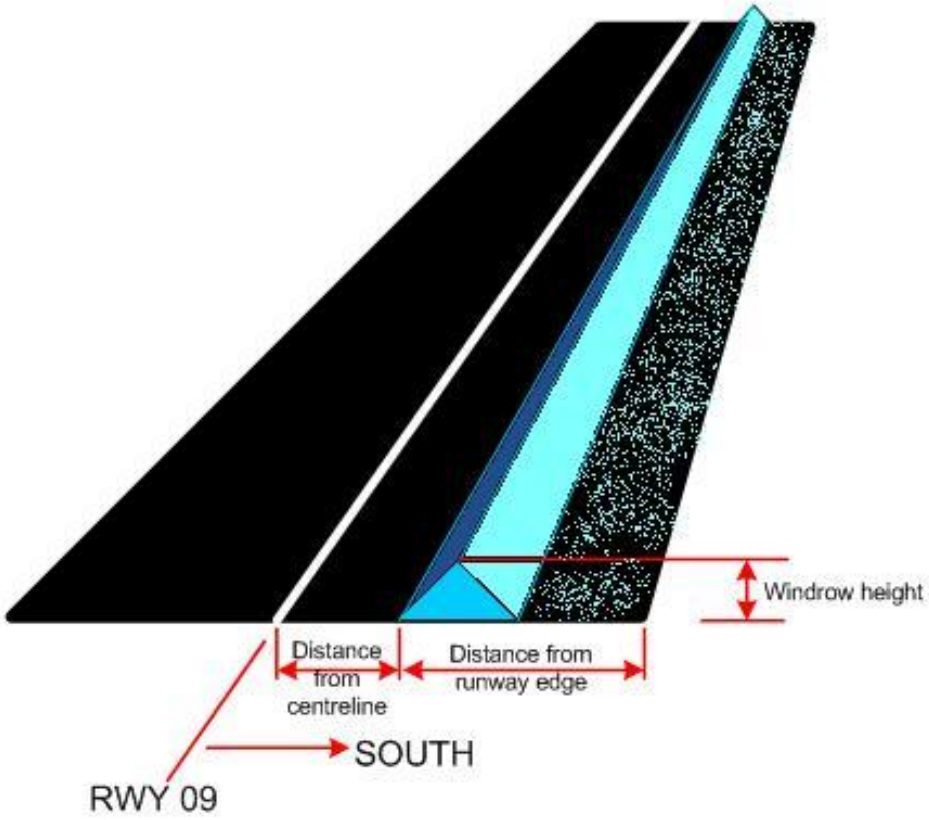


Figure 12. Windrow distance from centreline/runway edge

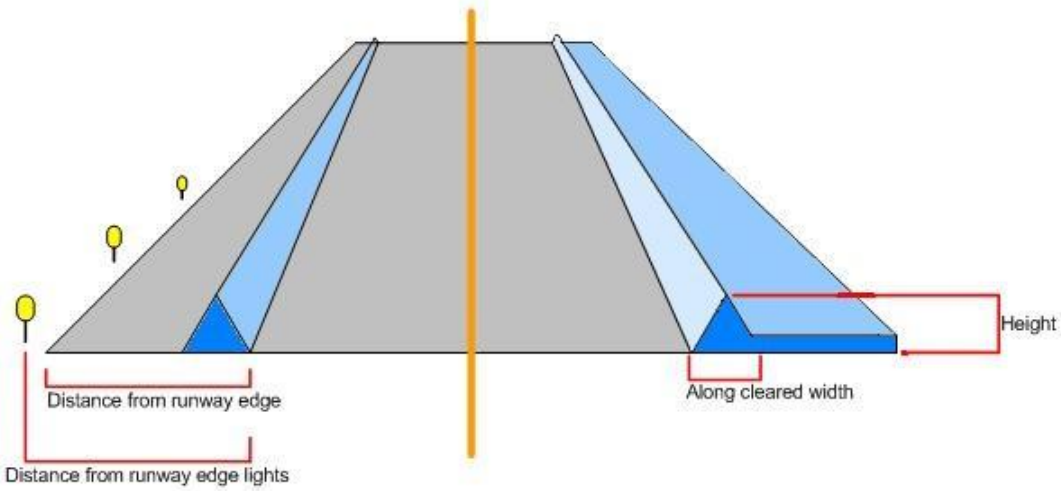


Figure 13. Windrow distance from runway edge lights/along cleared width

Ice, Compacted Snow or Standing Water Patches

In addition to the cleared width contaminants, significant ice patches or compacted snow patches with friction measurements considerably lower than the average readings should be reported. The distance in feet from a threshold or thresholds is required.

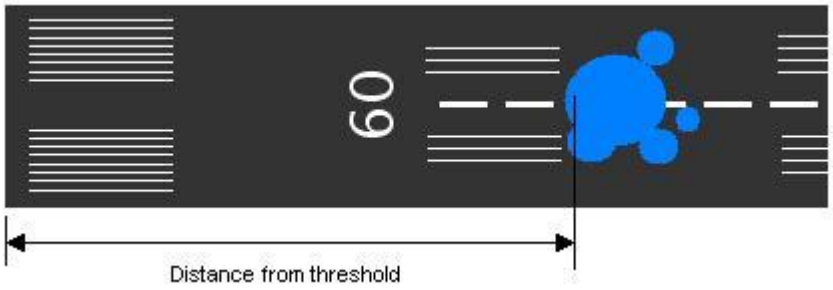


Figure 14. Ice Patches distance from threshold

Runway Orientation

A runway is designated according to a magnetic or true heading, using a number between 01 and 36, in ten degree increments. The following figure shows the orientation with geographical dependency to left and right.

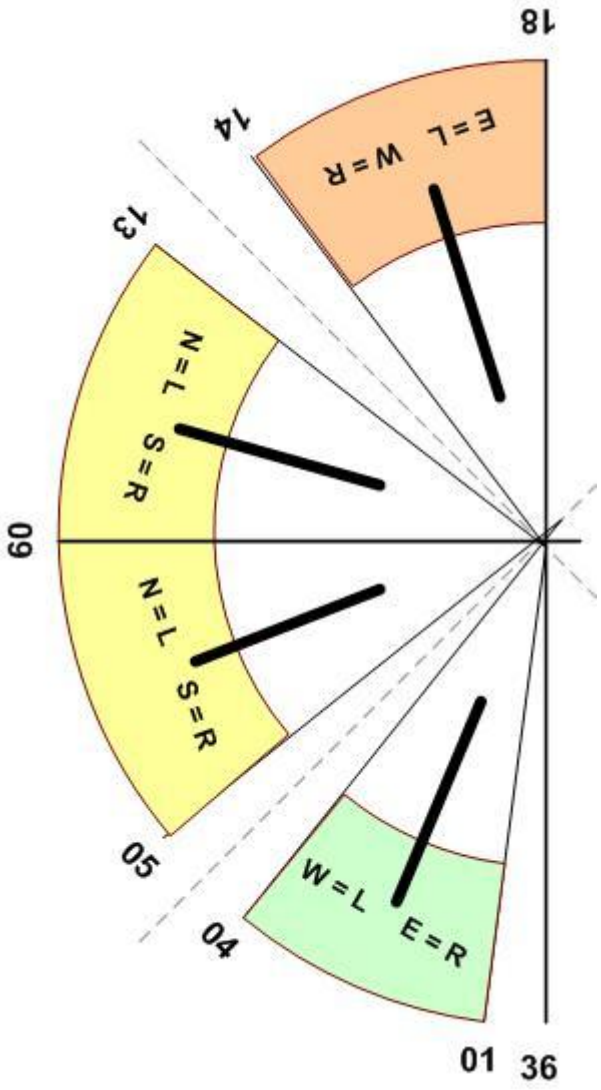


Figure 15. Runway Orientation

What does treatment mean?

The surface is treated primarily by snow removal. But in some cases runways also have to be treated by spreading various materials on the surface to melt ice or prevent re-freezing of water (for example, Urea or Ice Control Chemical) or to provide traction (for example, sand).

See also Ice Patches

Obscured Runway Lights

For the notification of obscured runway lights the report needs to be for the worst case. This means that if there is a mixture of obscured and partially obscured lights on one side it has to be reported as obscured.

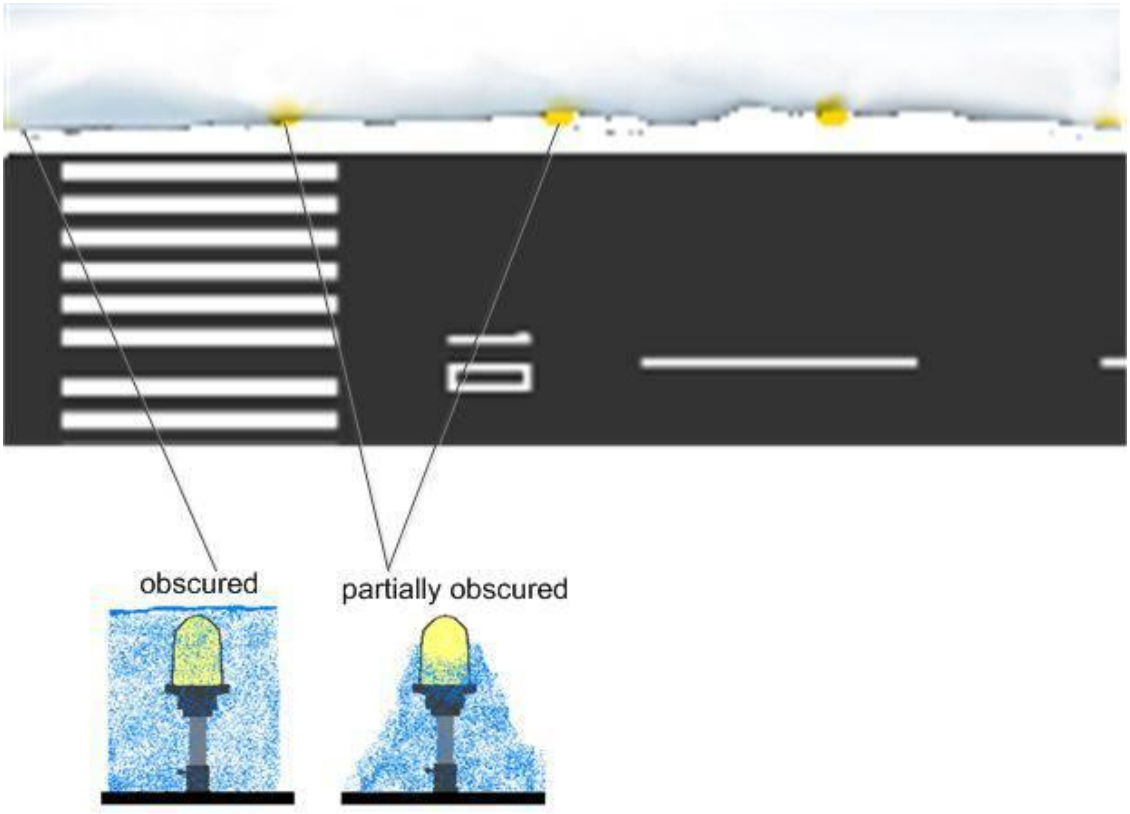


Figure 16. Obscured Lights

How to for advanced users

Advanced SNOWTAM knowledge

Introduction

Advanced user means in addition to NOTAMJ, you have some knowledge about SNOWTAM messages and that you have read the standard "How to use ACS" section.

What is needed?

If you have to read SNOWTAM in addition to NOTAMJ, you need access to the user role SNOWIZ_Display_Controlling.

What is the difference between SNOWTAM and NOTAMJ?

SNOWTAM is an ICAO based standard message and consists of all or some of the items A) through T). The "T" field of a SNOWTAM created by SNOWiz contains the entire NOTAMJ.

NOTAMJ is a Canadian Domestic Runway Surface Condition message. SNOWiz uses the NOTAMJ to populate the "T" field of the generated SNOWTAM.

ICAO SNOWTAM Items and their descriptions

The following section describes the ICAO SNOWTAM items that are generated by SNOWiz where applicable. The values below are examples only.

Item A) Aerodrome location indicator (four-letter location indicator)

It is possible to use either an ICAO location identifier or a non-ICAO Canadian domestic identifier in SNOWiz (e.g. CYWK or CHG2).

Item B) Eight-digit date/time group - of the latest observation time of either the RSC or CRFI as month, day, hour and minute in UTC

Item C) Lower runway designator number

Item D) Cleared runway length in metres if less than published length.

Note:

SNOWiz doesn’t support Item D). In Canada, runways are always cleared to the full length.

Item E) Cleared runway width in metres, if less than published width; if offset left or right of centreline, add L or R, as viewed from the threshold having the lower runway designation number

Item F) Deposit over total runway length, observed on each third of the runway, starting from threshold having the lower runway designation number. Suitable combinations of the coded values may be used to indicate various deposits/contaminants over runway segments. If more than one deposit is present in layers on the same portion of the runway, they should be reported in sequence from the top to the bottom.

Item G) Mean depth in millimetres deposit for each third of total length, or 'XX' when "TRACE" is used or when the depth is not required (e.g. ice).

Item H) Friction measurements on each third of the runway and friction measuring device. Measured or calculated coefficient (expressed with two digits) in the order from the threshold having the lower runway designation number. Insert a code 9 when surface conditions or the available friction measuring device do not permit a reliable surface friction measurement to be made.

Item J) If snow banks are present, insert height in centimetres and distance from the outside edge of runway in metres, followed by left (L) or right (R) side or both sides (LR), as viewed from the threshold having the lower runway designation number.

Item K) If runway lights are obscured or partially obscured, insert YES followed by L, R or both LR, as viewed from the threshold having the lower runway designation number.

Item L) If further clearance will be undertaken, enter length (m) and width (m) of runway or TOTAL if runway will be cleared to full dimensions.

Item M) The anticipated time (UTC) of completion of clearing operations.

Item N) The code for Item F may be used to describe taxiway conditions; enter NO if no taxiways serving the associated runway are available.

Note:

SNOWiz doesn’t support Item N).

Item P) If applicable (if more than 60 cm high), enter YES followed by the lateral distance (apart) in metres.

Note:

SNOWiz doesn’t support Item P).

Item R) The code for Item F may be used to describe apron conditions; enter NO if the apron is unusable.

Note:

SNOWiz doesn’t support Item R).

Item S) Enter the anticipated time of next observation/measurement (month/day/hour) in UTC.

Item T) Contains the full NOTAMJ that describes the SNOWTAM fields in plain language as well as the coverage of the deposits, the treatments used, information on windrows or snowdrifts and taxiway and apron conditions.

What a SNOWTAM generated message looks like

Note:

The following example represents a view of the items of a SNOWTAM. All items are linked to their descriptions above.

A) CVB2 B) 01251045

C) 11 F) 2/2/2 G) XX/XX/XX H) 07/07/07 TAP

J) 244/0L K) YES R L) 1524/27 M) 1045

T) 000000 NOTAMJ CYYR VOISEY'S BAY/VOISEY'S BAY
CVB2 RSC 11/29 40 PCT BARE AND WET, 60 PCT BARE AND DRY. 90 FT TO BE CLRD BY 1045. CLEARING IN PROGRESS. ICE PATCHES 100 FT FM THR11. 4 FT WINDROWS 5 FT INSIDE NORTH REDL. SAND. 8 FT SN BANK ON NORTH RWY EDGE. SOUTH REDL PARTIALLY OBSC. 1201251045
CVB2 CRFI 11/29 -7C .07 1201251000
RMK: TWY TAXIWAY OF THIS AERODROME
RMK: APN APRON OF THIS AERODROME

How to administrate ACS

How to use User Management

In order to have access to the Administer ACS function, at least one of the roles "Administrator" or "Group Administrator" must be assigned to your User name.

A user with an Administrator role is able to create, enable, change or deactivate Users, User Groups, and Areas of Responsibility. Administrators can also 'unlock' Users and/or Aerodromes and view Session Logs.

A user with a Group Administer role can only activate (enable), deactivate or edit information associated with a listed User Name, add or remove usernames from the group(s) they administer, and view session logs for the usernames in the group(s) they administer.

With the User Management Page an administrator is able to create, change or deactivate users.

As an Administrator, to create a new user:

1. Click the **New User** button on the Users tab.
2. Insert all relevant (required) data: User name, Last name, First name, at least the first Phone, at least the first Email, Language and Mode (Operational, Training or Test).

   By convention the User name for users at airports is composed of the aerodrome identifier followed by either a two digit number or the characters "GA" for the user who is the Group Administrator for the User group. For example, the users for the Ottawa airport would be CYOWGA, CYOW01, CYOW02, CYOW03 and CYOW04.

   Usernames for users at the FICs follow a different convention. FIC user names depend upon whether the user is one of the Group Administrators, a FIC user working for this FIC, or a user acting on behalf of another FIC as a contingency.

   FIC user group administrator usernames comprise the characters "FIC" followed by the FIC identifier (e.g. CYKA for Kamloops) followed by "GA" followed by a two digit number (e.g. the second Group Administrator for the Kamloops FIC would have the username "FICCYKAGA02").

   FIC user names for users working for this FIC comprise the characters "FIC" followed by the FIC identifier followed by a two digit number (e.g. FICCYKA02).

   FIC user names for users acting on behalf of another FIC as a contingency comprise this FIC's identifier followed by "_FOR_" followed by the FIC identifier of the FIC for which they are acting as alternate followed by a two digit number (e.g. CYKA_FOR_CYEG01).
3. Enable the user for the needed application access; please also note that in operational mode HMI or MMI or both is allowed whereas in Training mode only HMI is supported and in Test mode only MMI is supported.
4. Insert a secure password.

5. Choose a Role.
6. Assign the selected Role to the user.
7. Repeat steps 5 and 6 as needed for each additional role for the user.
8. Click **Save**. The user is created

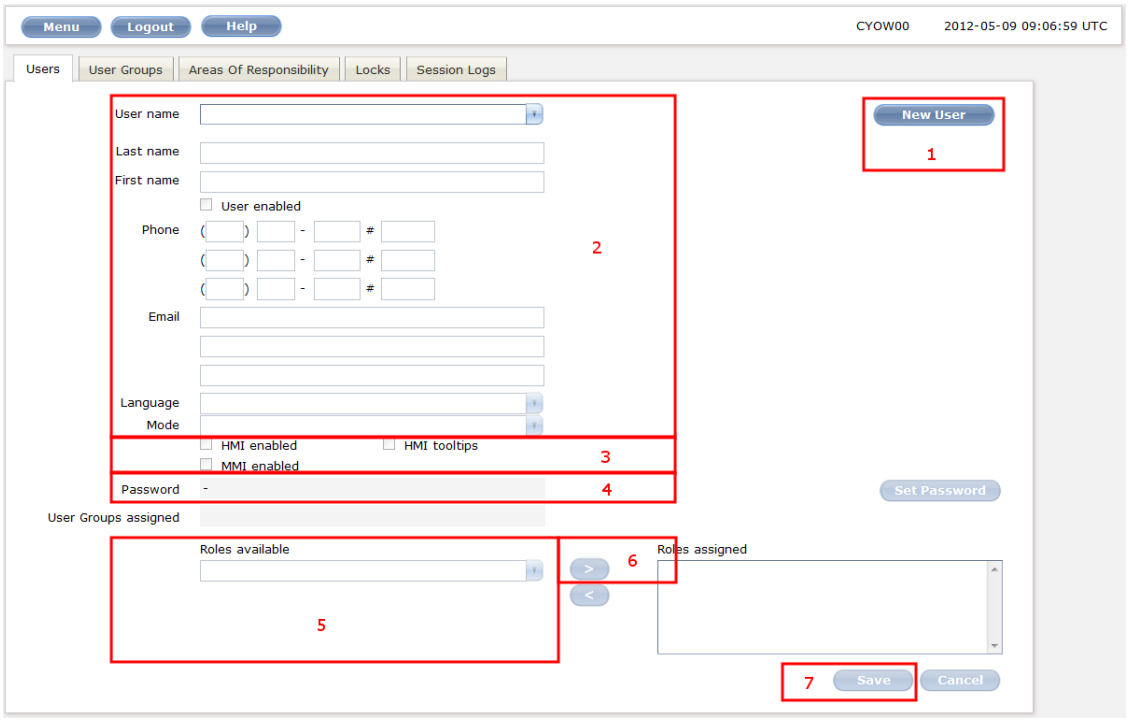


Figure 1. User Management / Create new user

To change information for a user:

1. Select the username from the list box, or insert first characters of the user name. A choice of possible usernames will be displayed filtered by the characters entered, if any.
2. (optional) Change the user data: Last name, First name, Phone, Email, Language or Mode.
3. (optional) Choose a Role.
4. (optional) Change the user password by clicking **Set Password** and inserting a secure password.
5. (optional) Assign (Figure 2/ Marker 4.1) chosen Role to the user or remove (Figure 2/ Marker 4.2) a selected role to the user
6. Click **Save**. The user is changed.

After a change the user has to logout and login, in order for the changes to take effect.

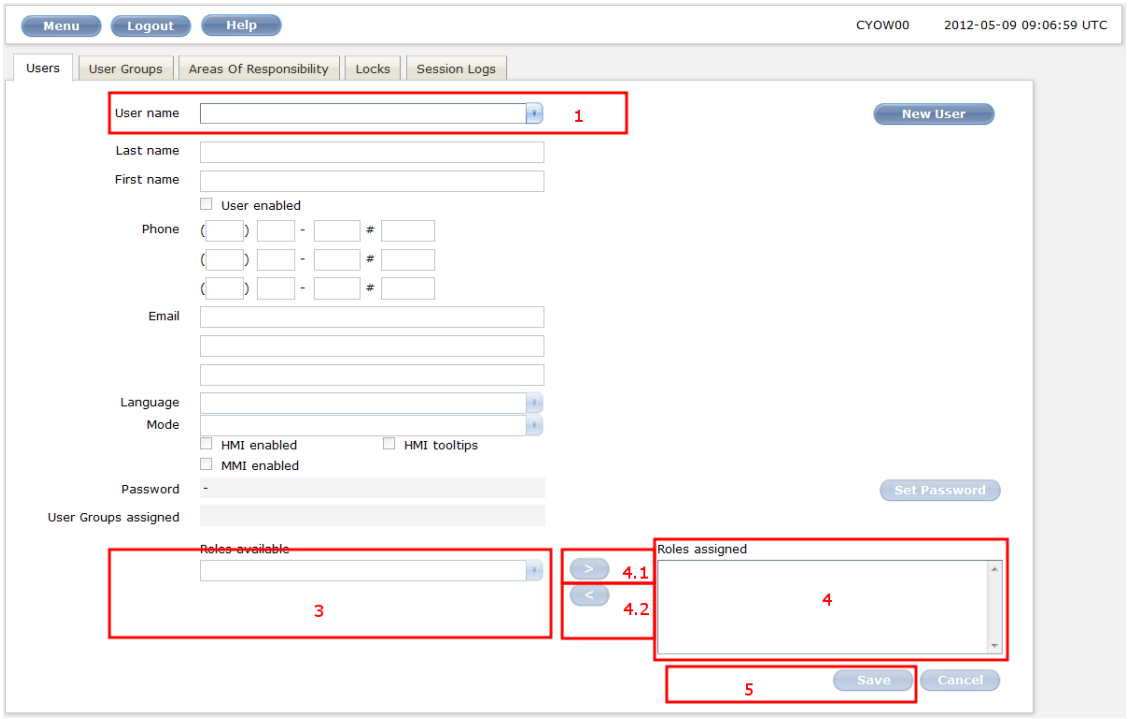


Figure 2. User Management / Change user

To deactivate a user:

1. Select the user name from the list box, or insert first characters of the user name. A choice of possible user names will be displayed filtered by the characters entered, if any.
2. Deselect the User enabled check box by clicking.
3. Click **Save**. The user is deactivated.

If the user is logged in, then in order to deactivate the user, you must first unlock the corresponding user session.

Why do areas of responsibility have to be defined

The Area of responsibility (AOR) is used to define the aerodrome(s) accessible to users. An AOR can contain one or more aerodromes. One or more AORs can be associated with a User Group. Users are members of one or more User groups.

The aerodromes that are displayed and thus available to a user in the Navigation Tree are the aerodromes in the AOR(s) associated with the User group(s) of which the user is a member.

In Administer ACS, Administrators are able to assign one or more AOR to a user group.

As an Administrator, to create an AOR click on the Areas of Responsibility tab:

1. Press the **New Area** button (Figure 1/ Marker 1).
2. Insert a name (Figure 1/ Marker 2) for the area of responsibility. By convention the name should end with "_AOR" following the aerodrome identifier (e.g. CYOW_AOR for the AOR for Ottawa airport) or following the FIC prefix (e.g. KAMLOOPS_FIC_AOR for the AOR of the Kamloops FIC).
3. Insert a description (Figure 1/ Marker 3).
4. In aerodromes available insert an Aerodrome identifier or select one out of the list box (Figure 1/ Marker 4).
5. Assign the aerodrome to the Area of Responsibility (Figure 1/ Marker 5) by clicking the right angle bracket button (Figure 1/-marker 5). The aerodrome identifier appears in the Aerodromes assigned list box.
6. If you need to assign more than one Aerodrome repeat step 4 and 5.
7. Click **Save** to save your choices (Figure 1/ Marker 7).

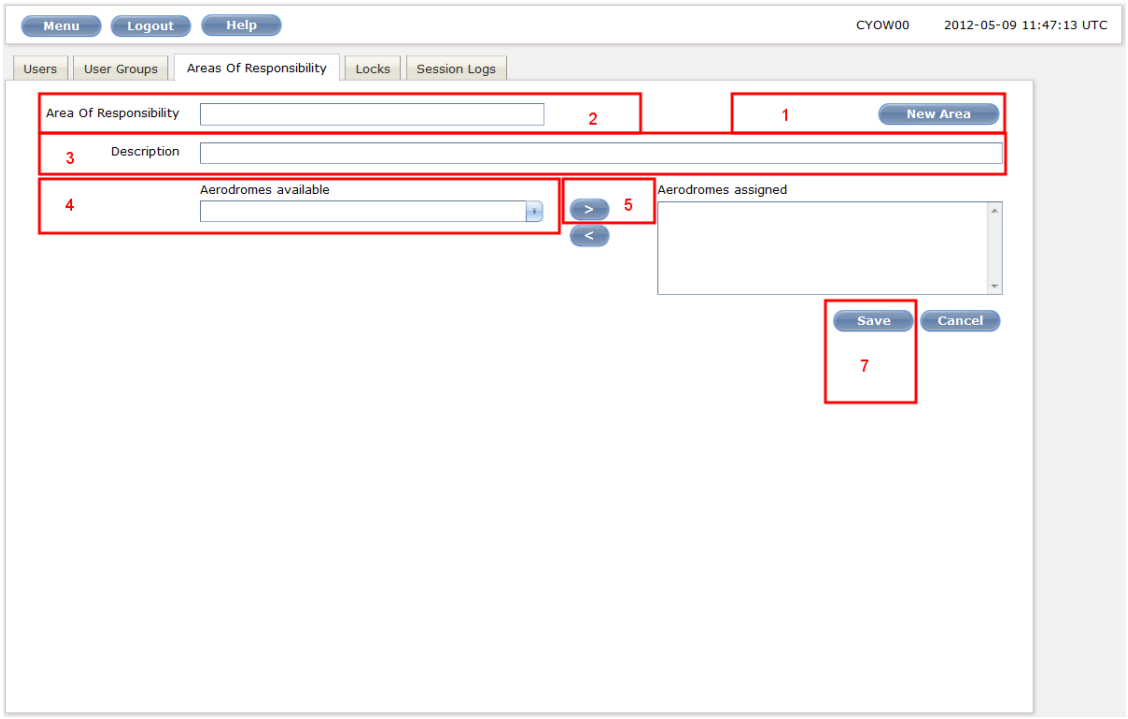


Figure 1. Create new Area of Responsibility

As an Administrator, to change an Area of Responsibility:

1. Select an Area of responsibility from the list box or enter the name in the box and select from the suggested values displayed (Figure 2/ Marker 1).
2. In the Aerodromes available field enter an Aerodrome identifier or select one from the list box (Figure 2/ Marker 2).
3. Assign the chosen aerodrome (Figure 2/ Marker 3) by clicking the right angle bracket button (Figure 2/ Marker 3). The aerodrome identifier appears in the Aerodromes assigned list box (Figure 2/ Marker 4).

OR

4. Select an assigned aerodrome from the Aerodromes assigned list box (Figure 2/ Marker 4).
5. Remove the selected aerodrome (Figure 2/ Marker 5) y clicking the left angle bracket button (Figure 2/ Marker 5). The aerodrome identifier disappears from the Aerodromes assigned list box (Figure 2/ Marker 4) .
6. Click the **Save** button to save your changes (Figure 2/ Marker 6).

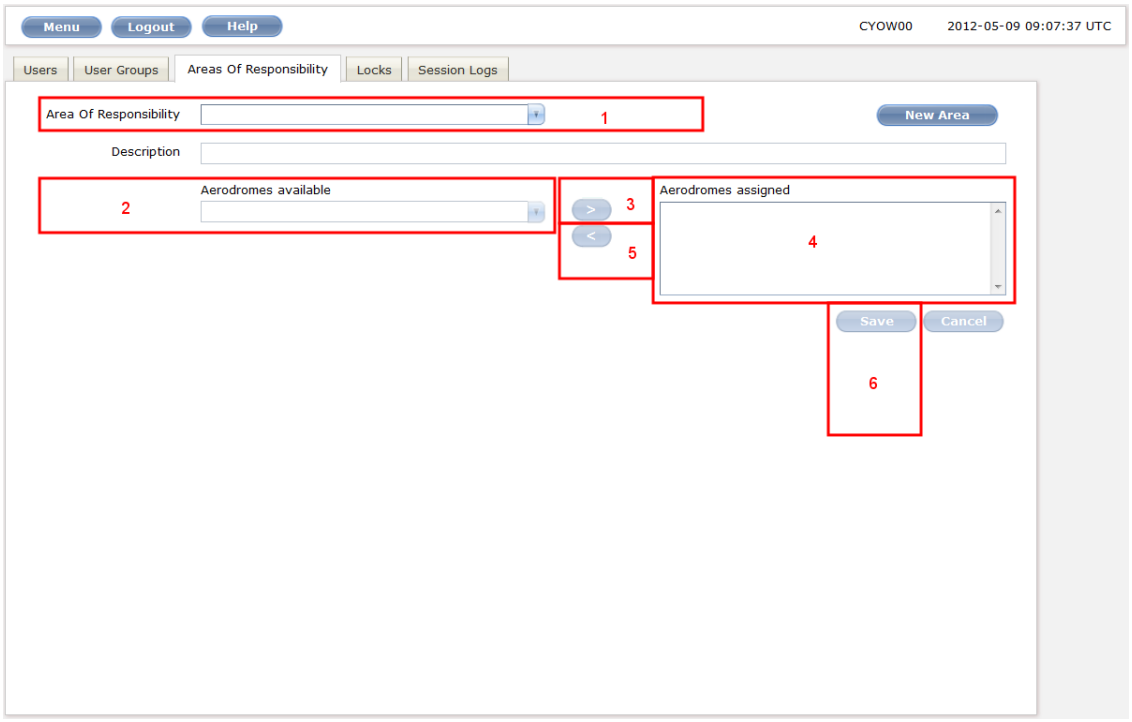


Figure 2. Change Area of Responsibility

What are Roles and User Groups

Knowledge about Roles and User Groups helps Administrator to add roles and user groups to users.

The user Roles grant access to a specific application in ACS. There is direct interaction with the possible choices in the Application Selection Page.

User Groups are logical units that contain one or more users.

As an Administrator, to create a new User Group:

1. Click the **New Group** button (Figure 1/ Marker 1).
2. Insert a User Group name (Figure 1/ Marker 2). By convention the name should end with "_GROUP" following the aerodrome identifier (e.g. CYOW_GROUP for the User group for Ottawa airport) or following the FIC prefix (e.g. KAMLOOPS_FIC_GROUP for the User group for the users at the Kamloops FIC).
3. Insert a relevant description (Figure 1/ Marker 3).
4. Choose an available Area of responsibility from the list box (Figure 1/ Marker 4) and assign it to the User Group using the arrow button (Figure 1/ Marker 4.1); repeat this step as necessary.
5. Choose a user from the list box (Figure 1 / Marker 5) and assign them using the arrow button (Figure 1/ Marker 5.1), repeat the step if you need more than one user in the group. Every group should have at least the Group Administrator user which by convention has a username ending with"GA".
6. Choose an Administrator (Figure 1/ Marker 6) and assign (Figure 1/ Marker 6.1) them, repeat if you need more than one Administrator.
7. Click the **Save** button. The User Group is created.

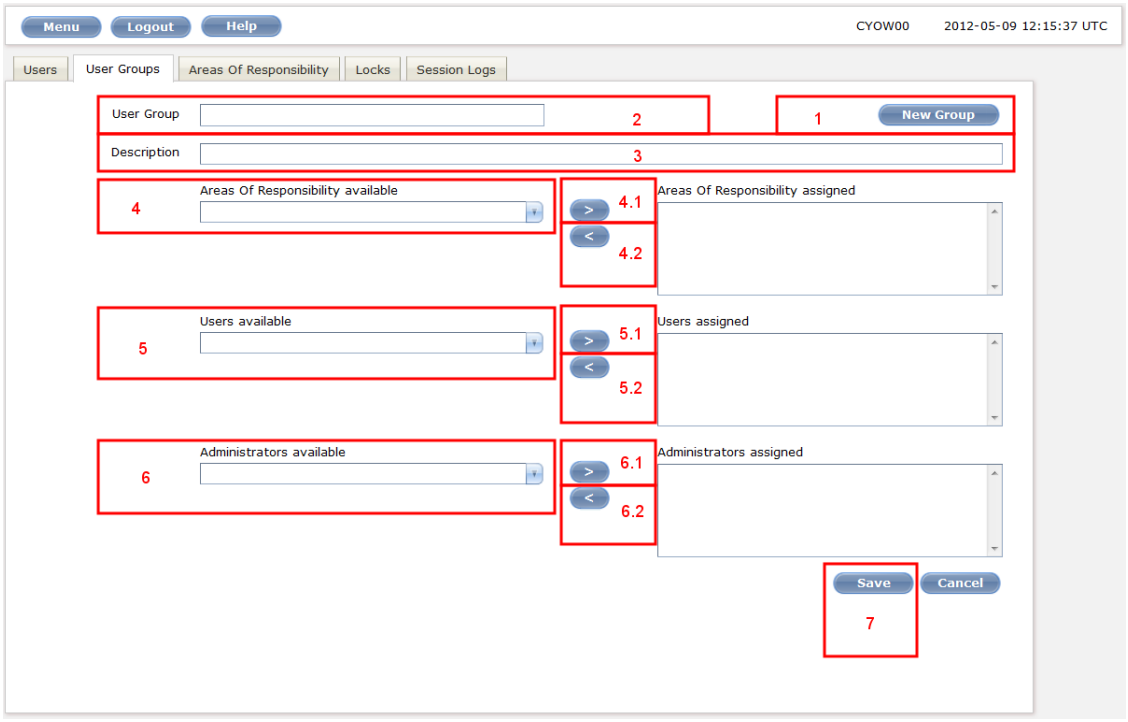


Figure 1. Creating a new User Group

To change a User Group:

1. Select a user group from the list box or enter the name in the field (Figure 2/ Marker 1).
2. Assign (Figure 2/ Marker 2.1) a new Area of Responsibility from the Areas of Responsibility available (Figure 2/ Marker 2.2) to the group

   OR
3. Remove (Figure 2/ Marker 3.1) a selected Area of Responsibility from the Areas of Responsibility available (Figure 2/ Marker 3.2) from the group

   OR
4. Assign (Figure 2/ Marker 4.1) a new user selected from Users available(Figure 2/ Marker 4.2) to the group

   OR
5. Remove (Figure 2 Marker 5.1) a selected user from Users available(Figure 2 Marker 5.2) from the group

   OR
6. Assign (Figure 2 Marker 6.1) a new Administrator selected from Administrators available (Figure 2 Marker 6.2) for the group

   OR
7. Remove(Figure 2 Marker 7.1) a selected Administrator rom Administrators available (Figure 2 Marker 7.2) from the group

8. Click the **Save** button. The User Group is changed.

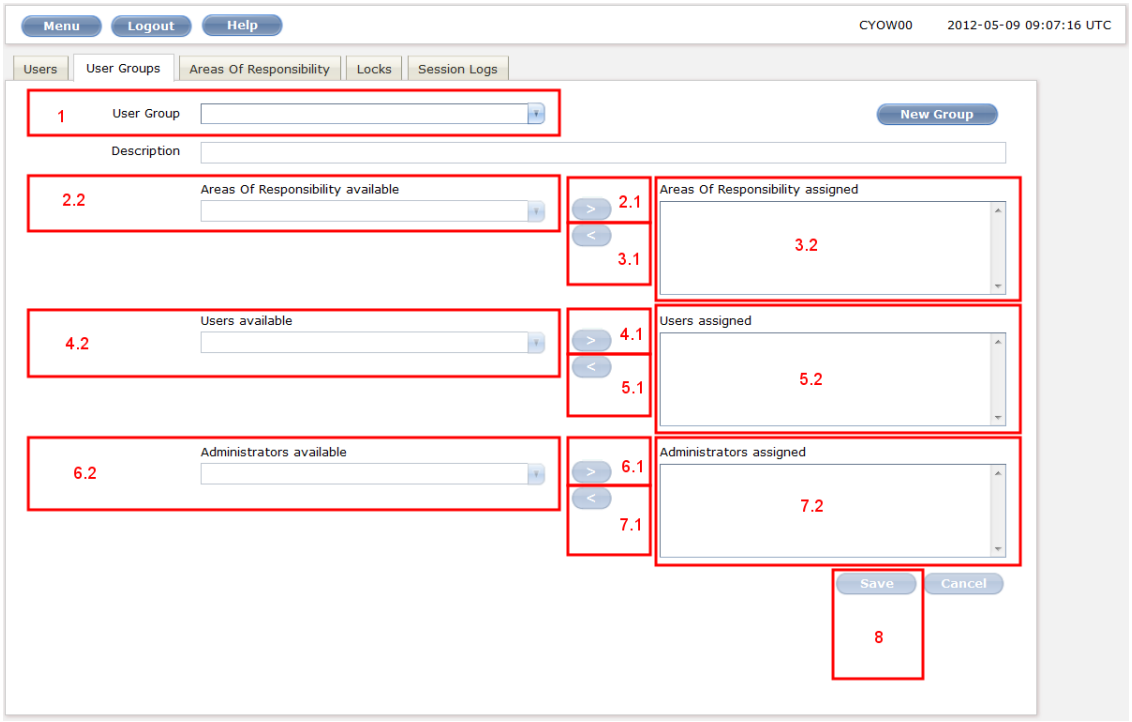


Figure 2. Change User Group

How to unlock user or aerodromes

Administrators and Group Administrators can unlock users and aerodromes. Group administrators are restricted to the usernames in the group(s) they administer and the aerodromes those groups access.

To unlock a user and the aerodrome locked in that user's session:

1. Make sure you have the User name of the user to be unlocked.
2. Select the Locked User from the Locked Users list box (Figure 1 Marker 2).
3. Click the **Unlock** button (Figure 1 Marker 3) to the right of the Locked Users list box.
4. The user and aerodromes locked in the locked user session are unlocked.

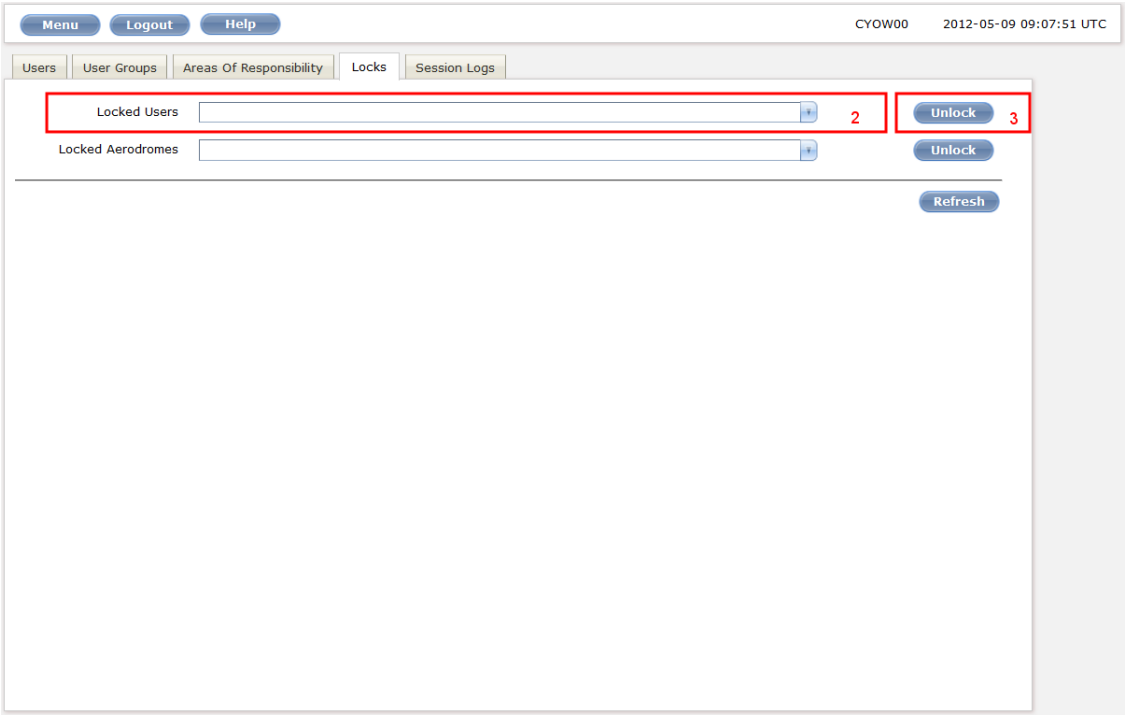


Figure 1. Unlock User

To unlock a locked aerodrome:

1. Make sure you have the aerodrome identifier of the aerodrome which is locked.
2. Select the locked aerodrome from the Locked Aerodromes list box (Figure 2 / Marker 2).
3. Click the **Unlock** button (Figure 2 / Marker 3) to the right of the Locked Aerodromes list box.
4. The aerodrome is unlocked. Unlocking the aerodrome does not unlock any users whose sessions are locked involving that aerodrome.

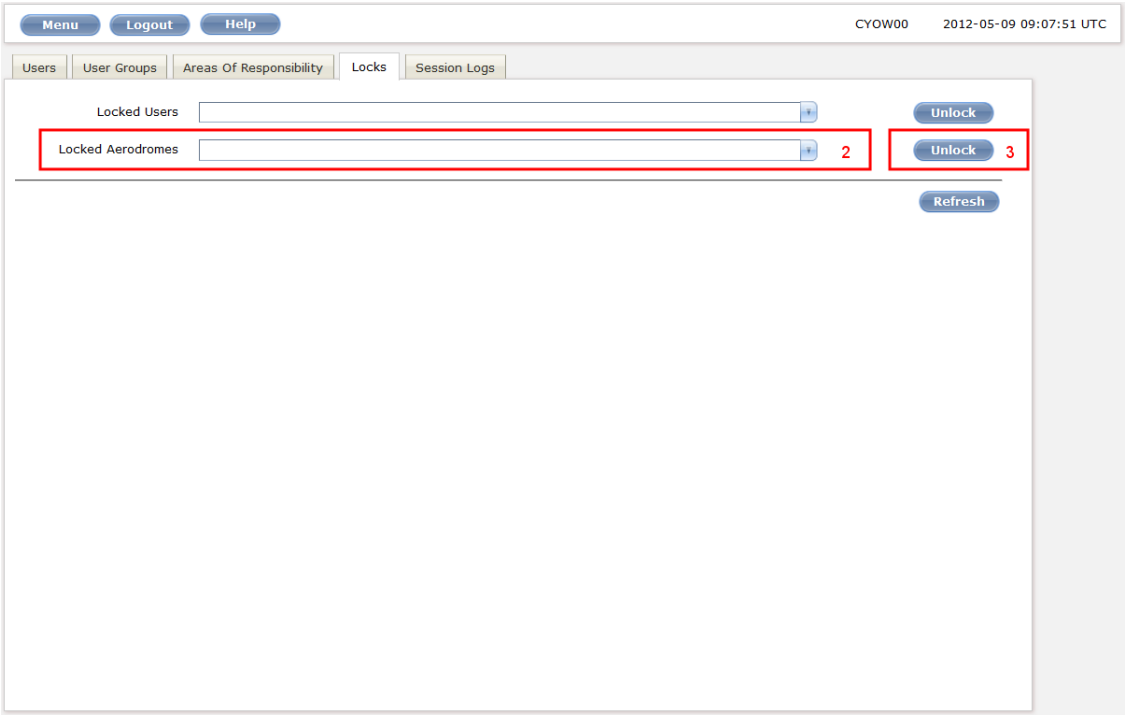


Figure 2. Unlock Aerodrome

ACS Screens and Fields

Login/Logout Screen

See also How to/Login

Fields

User name

Password

Actions

Sign In

Reset

Details and descriptions

User Name

The name of the user as registered in the system.

Password

The password of the user as registered in the system.

Note:

The password is case-sensitive

Sign In

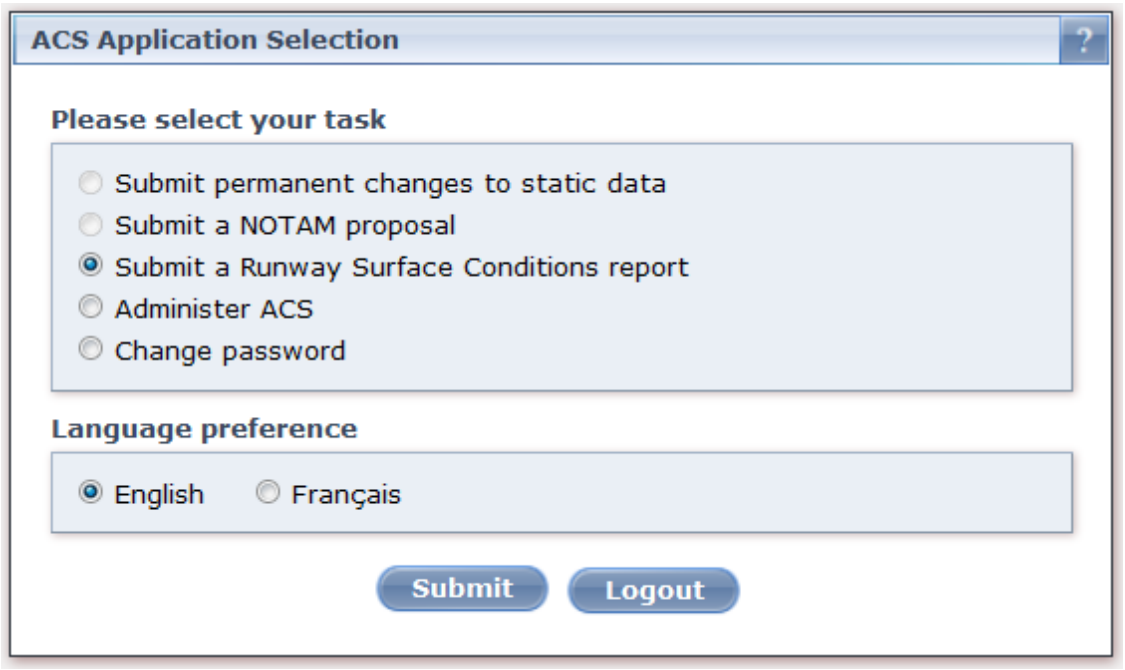
This button must be pressed after entering the user name and password in order to login in to the system.

Reset

Reset the user name and password fields.

ACS Application Selection Screen

See also How to/Application Selection Page



Field

Select a task:

- Submit permanent changes to static data (not yet available)
- Submit a NOTAM proposal (not yet available)
- Submit a Runway Surface Conditions report
- Administer ACS
- Change password

Only one task can be selected at a time. The options available depend upon the user who is currently logged in.

Select a language:

- English
- Français

Actions

Buttons available:

Submit

Logout

Details and descriptions

Submit permanent changes to static data

Accesses the application to request static data changes

Submit a NOTAM proposal

Accesses the NOTAM proposal application

Submit a Runway Surface Conditions report

Accesses the Runway Surface Condition reporting application

Administer ACS

Accesses the user management application

Change password

Show the password change view.

Submit

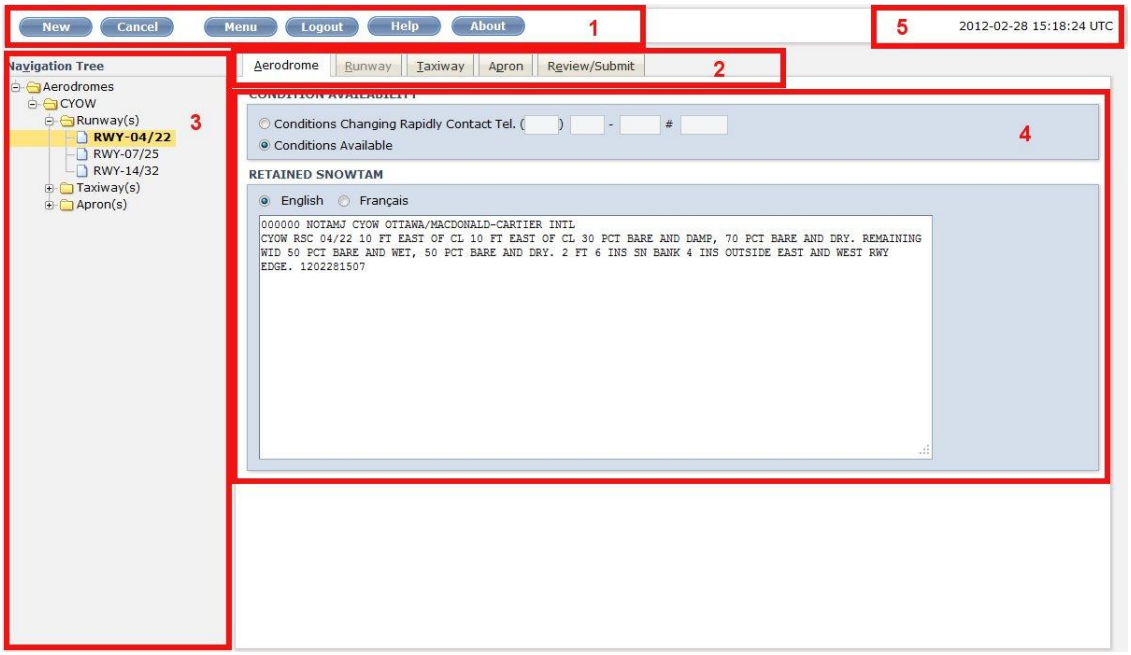
The button for submitting the choice..

Logout

Log the user out of the application.

SNOWiz Pages and Fields

Navigation Button and Tree



Area

- Navigation buttons (area 1)
- Navigation tabs (area 2)
- Navigation tree (area 3)
- Detailed SNOWTAM area (area 4)
- Date area (area 5)

Navigation buttons (area 1)

- New
- Cancel
- Menu
- Logout
- Help
- About (button is only available after hovering over the **Help** button)

Navigation tabs (area 2)

- Aerodrome
- Runway
- Taxiway
- Apron
- Review / Submit

Navigation tree (area 3)

The navigation tree is used for aerodrome selection. More information about it can be found in SNOWiz screen navigation.

Detailed SNOWTAM area (area 4)

The detail area gives the details of a single SNOWTAM proposal. It contains differing information depending upon the tab that is in front (as given in navigation tabs above).

Date and User Name area (area 5)

Displays the name of the user currently logged in and the current date and time in UTC.

Screen prompts

- Focus
- Errors
- Tooltips

Details and descriptions

Buttons

New

Create a new SNOWTAM from scratch.

Cancel

Cancel the active SNOWTAM (less than 24 hours old).

Menu

Return to the application menu.

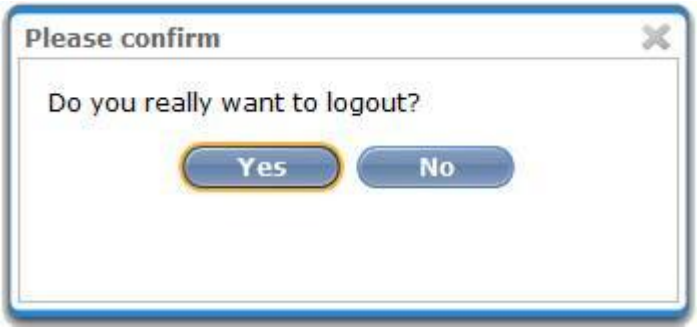
This option requires confirmation

- Yes – the user is returned to the application menu
- No – the confirmation box is cancelled and the user remains in SNOWiz.

Logout

Return to the login screen.

This option requires confirmation

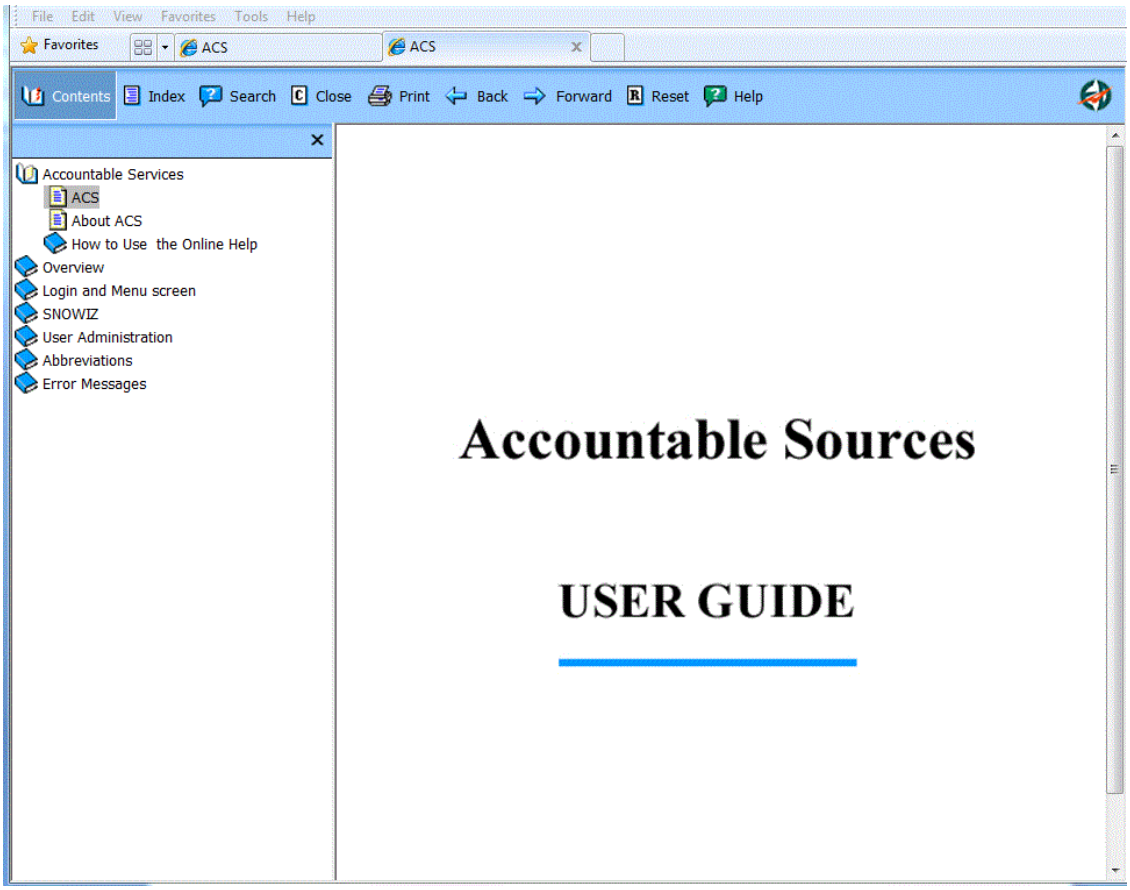


- Yes – the user is returned to the application menu
- No – the confirmation box is cancelled and the user remains in SNOWiz.

Help

Displays the user guide in a separate browser tab.

For information on using the help system see using on-line help.



About

Displays basic information about the ACS application.

The **About** button is only available after hovering over the **Help** button.

Tabs

Aerodrome

The aerodrome page gives information about the condition availability and current retained SNOWTAM. More information about it can be found here.

Runway

The runway page displays the form for reporting the Runway Surface Condition. Previously entered data (if available) is also displayed. More information about it can be found here.

Taxiway

The taxiway page displays a Comment box for all Taxiways. Previously entered data (if available) is also displayed. More information about it can be found here.

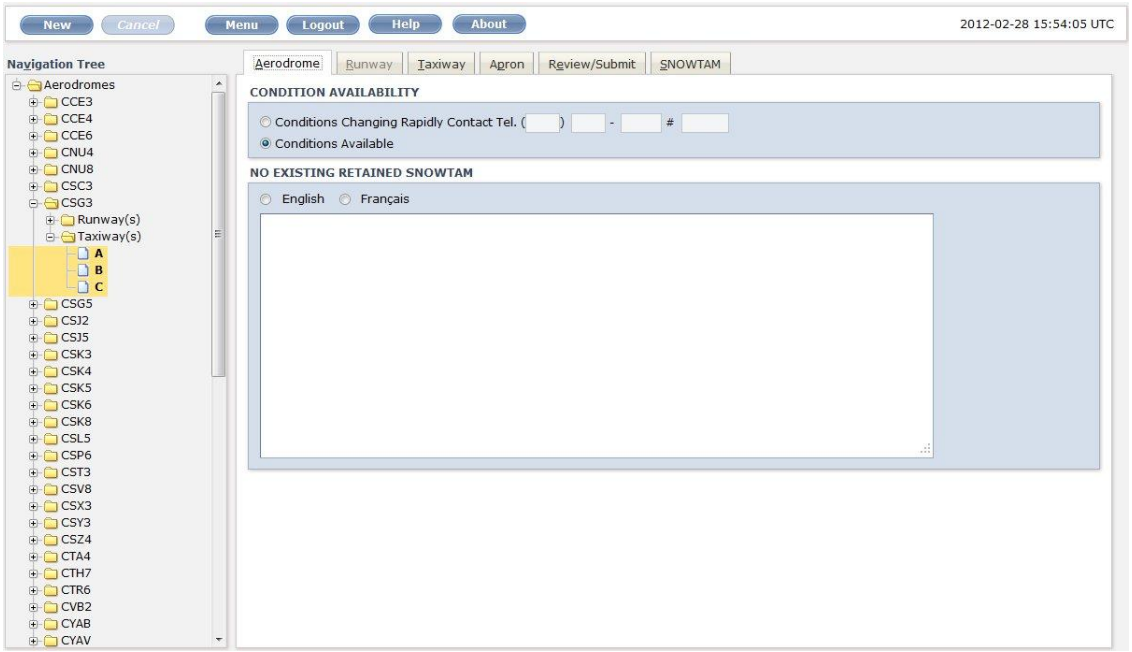
Apron

The apron page displays a Comment box for all Aprons. Previously entered data (if available) is also displayed. More information about it can be found here.

Review / Submit

The review / submit page displays a copy of the proposed SNOWTAM in English and where required in French. It also displays the optional check box for the time of the next observation. More information about it can be found here.

Screen Navigation



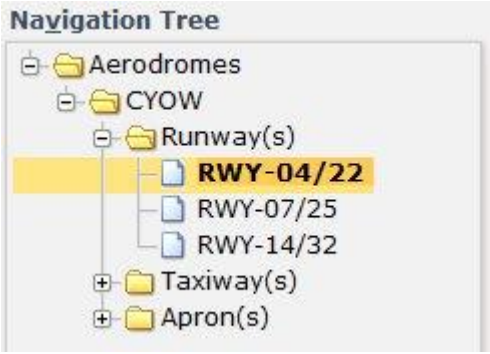
Field

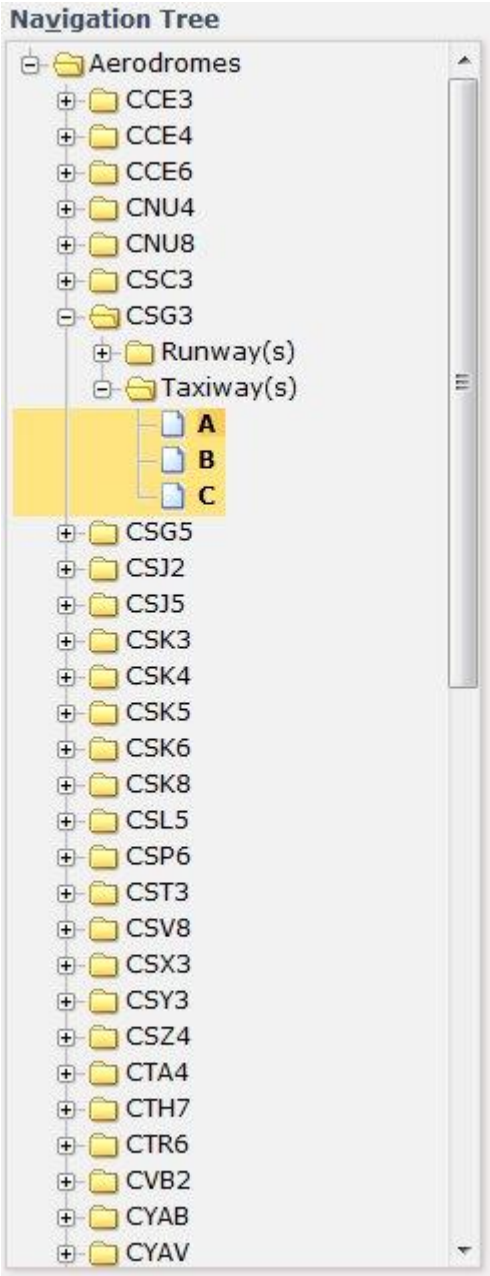
Navigation tree

Details and descriptions

Navigation Tree

The navigation tree lists all aerodromes to which the user has access. Clicking on the plus sign ⊞ will expand the list to the next level. Clicking on the minus sign ⊟ will collapse the list. Aerodromes are shown in alphabetical order according to their ICAO or non-ICAO identifier.

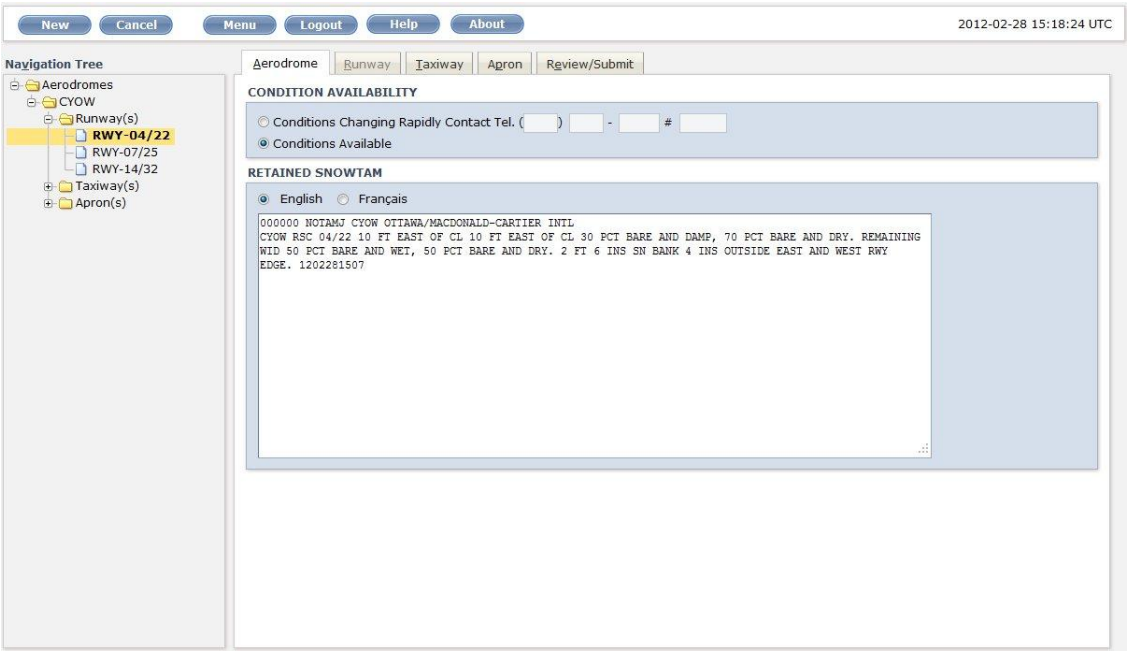




A scroll bar appears when the list is too large to fit within the available area.

Aerodrome page

See also How to use the Aerodrome Page



The details in the aerodrome page refer to the highlighted (also in bold) aerodrome in the navigation tree . If the highlighted is an apron, taxiway or runway then the aerodrome tab refers to the aerodrome to which that apron, taxiway or runway belongs.

Condition availability

This block indicates if a detailed report is available.

Choices are:

- Conditions changing rapidly Contact Tel.
- Conditions available (default)

Retained SNOWTAM

This block shows the current retained NOTAMJ / SNOWTAM in English or, at designated bilingual sites, in the user's preferred language.

Choices are: English French

Details and descriptions

Conditions changing rapidly

Indicates that the meteorological conditions are such that the runway surface conditions are changing too rapidly for proper reporting or measurement and no further information is to be provided in the SNOWTAM. When used it is mandatory to give a telephone number for people to get current information.

Contact Tel.

Used in conjunction with conditions changing rapidly. The telephone number has the following format: area code, seven-digit phone number and optional extension number.

Conditions available

This is the default option. This means a valid condition report is available and is (will be) completed on the runway, taxiways and apron tabs as necessary.

English

When selected the details below the button are displayed in English language. The user may switch from English to French by selecting the French button.

Français

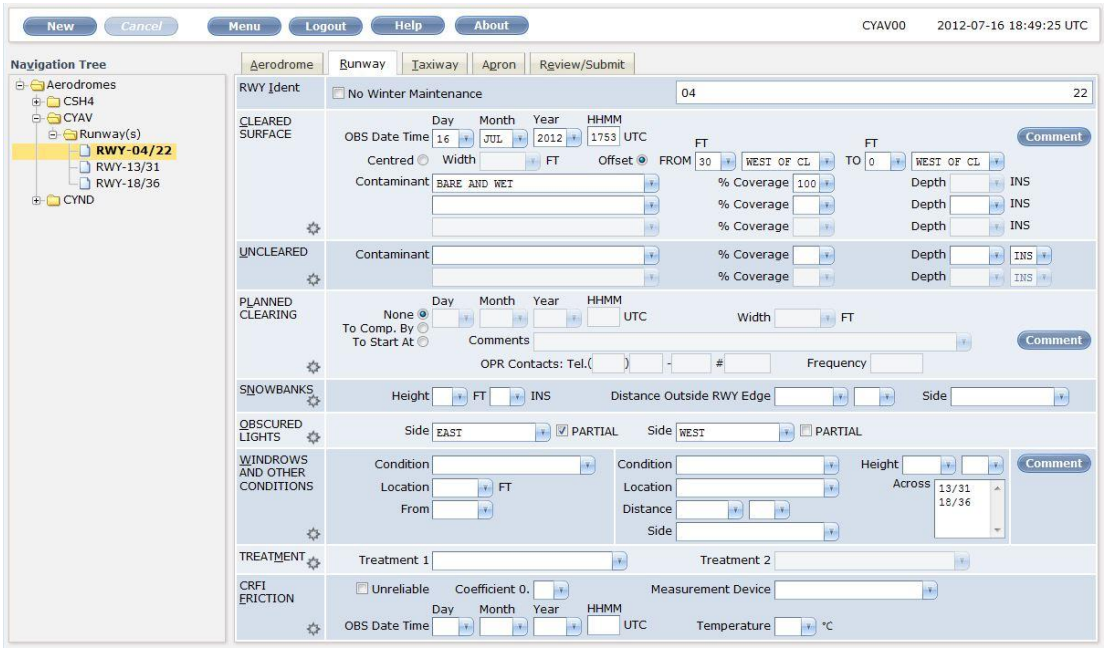
When selected the details below the button are displayed in French language. The user may switch from French to English by selecting the English button.

English is the default display for non-bilingual sites, and there is no option to display the Retained SNOWTAM in French.

The English and *Français* radio buttons are displayed for designated bilingual sites only.

Runway Page

See also How to fill out the Runway Page and What does it mean



The details in the runway page refer to the subject runway highlighted (in bold) in the navigation tree.

You can get information about blocks as follows:

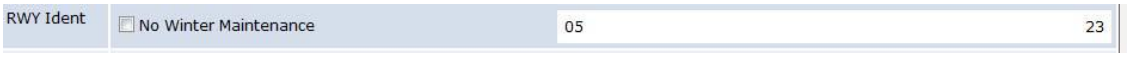
- Runway identification (RWY Ident)
- Cleared Surface
- Uncleared Surface
- Planned clearing
- Snow banks
- Obscured lights
- Windrows and other conditions
- Treatment
- CRFI Friction

Note:

All blocks contain a clear button near the label. This can be used to reset block content.

Details and descriptions

Runway identification (RWY Ident)

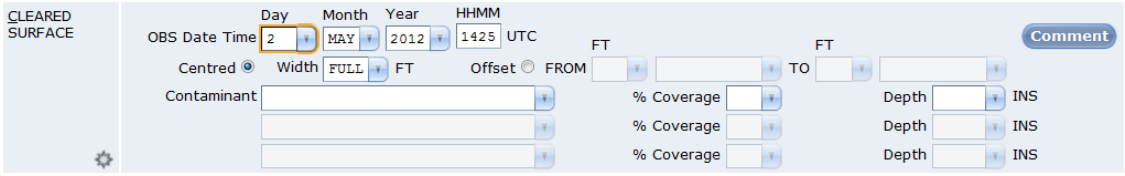


The runway identification numbers are displayed. This area also contains information to indicate if winter maintenance is carried out on the runway.

No Winter Maintenance

If this box is checked it indicates that no published winter maintenance is performed on the runway concerned. In that case all other fields will change to grey and data cannot be entered for that runway. The default setting is unchecked.

Cleared Surface



The details of the cleared part of the runway are entered in the Cleared Surface area. It indicates the contaminants and the percentage of the runway affected.

Observation Time (OBS time)

The time that the observation took place. Must be between 0 and 24 hours in the past. Note the time is entered in UTC format. The full details of the date and the time must be entered.

Fields:

- Day
- Month
- Year
- Time (HHMM)

Comments (free text)

Using the comment button

will bring up a comments box.

The user can enter a free text comment in either or both languages. Once entered the user selects the save button to close the box and return to the runway page. The above screen capture is for a designated bilingual site. Only the English comment box is displayed for non-bilingual sites.

Note:

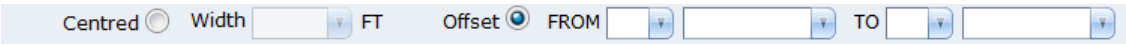
Where comment text is entered in SNOWiz at designated bilingual sites, it must be provided in both official languages. Comment text entered in SNOWiz is accepted as is, without validation or translation by NAV CANADA. It is therefore the user's responsibility to ensure that the data entered is appropriate and in an acceptable format.

If you wish to use comment text but cannot provide both languages please quit and contact your FIC.

The only allowed characters are:
ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890 - ? : ( ) . , ' = / +.

“TIL”, “TILL”, “UNTILL” or “UNTIL” are NOT to be used on comment boxes as these terms may cause a problem with systems that receive this information. The acronym CRFI should also be avoided in free form comments to describe a lower local friction.

Offset



The offset, if any, of the clearing from the centre line of the runway.

Choice:

- Centred
- Offset

(Default setting is Centred)

Width

The width of the cleared runway in feet – can be any width from 10 feet to the width of the runway. A reserved value of **full** is available to indicate the full width of the runway is cleared.

Offset distance from centre line

Give the offset from the centre line for the cleared portion of the runway.

From

Can be any width in feet from 0 feet to half of the total width of the runway from the centre line.

Side (note: label does not appear on the screen)

Options

- North of centerline (CL)
- South of centerline (CL)
- East of centerline (CL)
    - West of centerline (CL)

Note:

Only two choices appear depending upon the *runway direction*.
For example: North of CL and South of CL or East of CL and West of CL.

To

Can be any width in feet from 0 feet to half of the total width of the runway from the centerline .

Direction (note: label does not appear on the screen)

Options

- North of centre line (CL)
- South of centre line (CL)
- East of centre line (CL)
    - West of centre line (CL)

Note:

Only two choices appear depending upon the *runway direction*.
For example: North of CL and South of CL or East of CL and West of CL.

Contaminants

Details of the runway contaminant(s) and the percentage coverage of the runway by that contaminant(s). A maximum of three contaminants may be entered.

It is mandatory to select one item from the list of values. The full list of values can be found in the list of Contaminant Layers and Codes.

Percentage coverage (% coverage)

A percentage value from 10 to 100% in increments of 10%. The sum total of the percentage coverage for the contaminant(s) on the Cleared Surface must equal to 100%.

Depth

The depth of the contaminant in inches. The depth is mandatory for some contaminants and not permitted with other contaminants. See Contaminant Layers and Codes for details on if the depth is required or not allowed.

The options are:

Trace, 0.13, 0.25, 0.5, 0.75, 1.0, 1.5, 2.0, 3.0, 4.0, 5.0, 6.0, 7.0, 8.0, 9.0, 10.0, 15.0, 20.0, 25.0, 30.0

Second contaminant (not labeled)

Contaminants

Details of the runway contaminant and the percentage coverage of the runway by those contaminants.

Note:

A second contaminant is only permitted where the first contaminant has less than 100% coverage. Total percentage available for the second contaminant is dependent on the total percentage of the preceding contaminant. The full list of values can be found in the Contaminant Layers and Codes.

A second contaminant is only permitted where the first contaminant has less than 100% coverage. The full list of values can be found in the Contaminant Layers and Codes.

Third contaminant (not labelled)

Contaminants

Details of the runway contaminant and the percentage coverage of the runway by those contaminants.

A third contaminant is only permitted where the first and the second contaminant has in sum less than 100% coverage. Total percentage available for the third contaminant is dependent on the total percentage of the preceding contaminant(s). The full list of values can be found in the Contaminant Layers and Codes.

Uncleared Surface

The details of the uncleared part of the runway are entered in the Uncleared Surface area. If the Cleared Surface area is 100% then no values are permitted in the Uncleared areas. A maximum of two contaminants may be entered. Full details of the parameters available can be found in the Contaminant Layers and Codes.

Percentage coverage (% coverage)

A percentage value from 10 to 100% in increments of 10%. The sum total of the percentage coverage for the contaminant(s) on the uncleared surface must equal 100%.

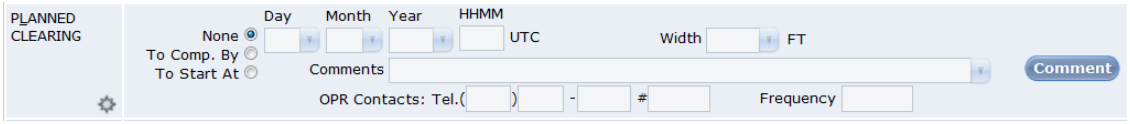
Note:

The maximum value for any single contaminant in “patches” is 90%.

Depth

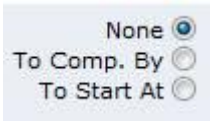
The depth of the contaminant in the unit of measure selected from the list of values (feet or inches). The depth is mandatory with some contaminants and not permitted with other contaminants. For details on if the depth is permitted, optional or not allowed see Contaminant Layers and Codes.

Planned clearing



The details of the clearing activities (either already underway or planned) for the runway(s) are entered in the Planned Clearing area.

Completion



Options are:

- None (default)
- To be completed by
- To start at

Only one may be selected.

Start or Completion date / time

The date and time of the planned start or completion of the clearing activities in UTC time. Must be in the future.

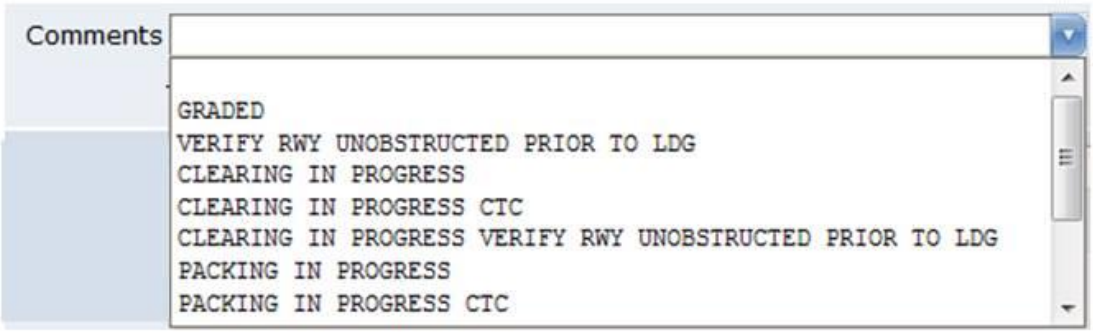
Fields:

- Day
- Month
- Year
- Time (HHMM)

Width

The cleared width of the runway once the clearing activities are completed, in values ranging from 10 feet to the published width of the runway in 10-foot increments. When it is anticipated that the entire width will be cleared, the value ‘TOTAL’ is selected.

Comments (list of values)



A list of values with standard comments is included.

Notes:

Comments containing the words "in progress" are only permitted where the completion time is set to be completed by.
Comments containing CTC will enable the OPR Contact entry. Either a contact telephone number and / or a radio frequency must be entered.

Comments (free text)

Using the comment button

will bring up a comments box.

The user can enter a free text comment in English only or both languages, as required. Once entered the user selects the save button to close the box and return to the runway page. The above screen capture is for a designated bilingual site. Only the English comment box is displayed for non-bilingual sites.

Note:

Where comment text is entered in SNOWiz at designated bilingual sites, it must be provided in both official languages. Comment text entered in SNOWiz is accepted as is, without validation or translation by NAV CANADA. It is therefore the user's responsibility to ensure that the data entered is appropriate and in an acceptable format.

The only allowed characters are:
ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890 - ? : ( ) . , ' = / +

“TIL”, “TILL”, “UNTILL” or “UNTIL” are NOT to be used on comment boxes as these terms may cause a problem with systems that receive this information. The acronym CRFI should also be avoided in free form comments to describe a lower local friction.

Operator contacts (OPR)

Either a telephone number or radio frequency is mandatory if a value containing CTC has been chosen in the comments above. Otherwise they are optional.

Telephone number

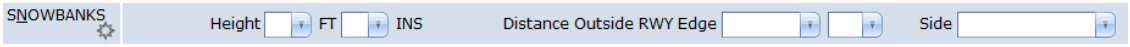
The telephone number has the following format: area code, seven-digit phone number and optional extension number.

Frequency

The radio frequency to be used to contact the aerodrome operator.

The frequency has the following format: 123 or 123.4 or 123.45 or 123.456

Snowbanks



The height and distance from outside the runway edge of any snow banks are entered in the Snow-banks area.

Height

Snow banks height can be defined in feet only, inches only or feet and inches.

Distance Outside Runway Edge

The distance of a snow bank from outside the edge of the runway can be defined in feet or inches from the edge of the runway. The unit of measure (unlabeled box on the right) needs to be chosen first.

Choices are

- Feet (FT)
- Inches (INS)

Once the unit of measure has been chosen, the permitted values for the distance can be displayed.

If the unit of measure is inches, then the permitted values for the distance are from 2 to 18 inches (in 2-inch increments) and the words "ON EDGE".

If the unit of measure is feet, then the permitted values for the distance are from 1 to 50 feet (in 1-foot increments) and the words "ON EDGE".

ON EDGE is available with both units of measure to indicate a value less than the minimum.

Side

The options are:

- North
- South
- North and South
- East
- West
    - East and West

Note:

Only three choices appear depending upon the *runway direction*.
For example: North, South, North and South

Obscured Lights

If lights are obscured or partly obscured then the information is entered in the obscured lights area.

Side

The options are:

- North
- South
- North and South
- East
- West
- East and West

Note:

Only three choices appear depending upon the *runway direction*.
For example: East, West, East and West

Partial

A check box to indicate that the lights are partially obscured.

Second entry

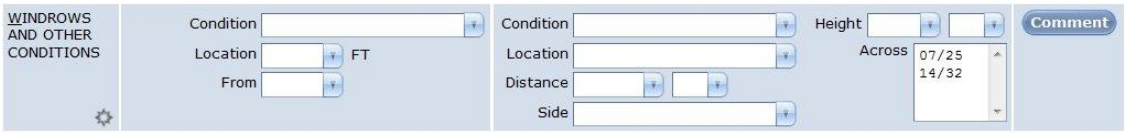
It is possible to enter a second combination for obscured lights. However this is only permitted where a single side is provided in the first field and if the 'partial' choice differs from on each side.

For example:

Permitted combination: *North REDL obscured*; *South REDL partially obscured*.

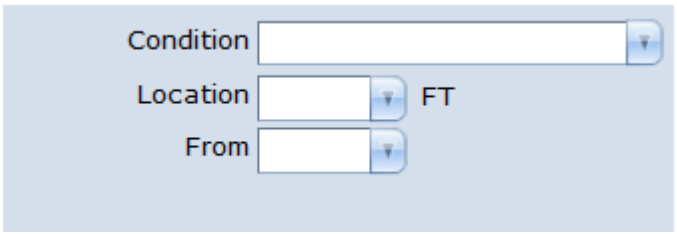
Not permitted: *North REDL obscured*; *South REDL obscured*. Here, the proper selection would have to be: *North and South REDL obscured*.

Windrows and Other Conditions



Details of any windrows or other conditions are entered in the Windrows and Other Conditions area.
Up to two separate conditions can be entered. A condition can be entered in either the first or second condition area (or different conditions in both).

First condition



The condition is chosen from a list of values.

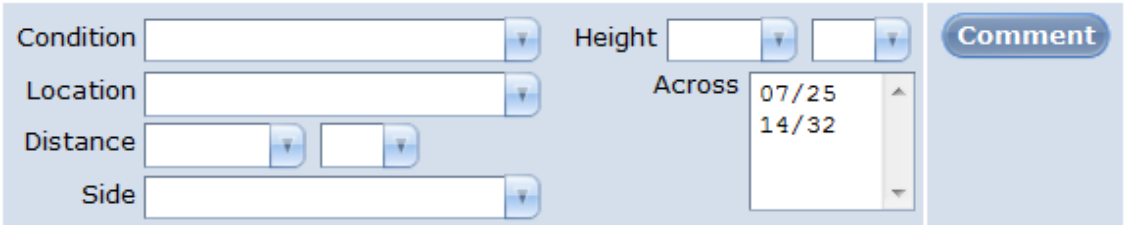
Location

The location is given as a number of feet from one of the two runway thresholds.

From

Indicates the threshold being used for the distance measurement above.

Second condition



The condition is chosen from a list of values.

Location

The location of the condition.

Values are:-

- Along inside REDL
- Along inside RWY edges
- Along cleared width

One value has to be chosen.

Distance

Indicates the distance in either feet or inches from the location mentioned above. The unit of measure (unlabeled box) needs to be selected first.

Choices are

- Feet (FT)
- Inches (INS)

Once the unit of measure has been chosen the permitted values for the distance are displayed.

Side

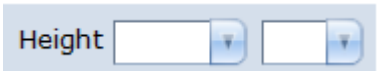
The options are:

- North
- South
- North and South
- East
- West
- East and West

Note:

Only three choices appear depending upon the *runway direction*.
For example: North, South, North and South

Height



Indicates the height of the condition in either feet or inches.

The unit of measure (unlabeled box) needs to be selected first.

Choices are

- Feet (FT)
- Inches (INS)

Once the unit of measure has been chosen the permitted values for the height are displayed.

Across runway

The Across runway area displays the designators of the other runways, if any, of the aerodrome. Use this box to indicate that the condition (windrow or snowdrift) crosses another runway. SNOWiz does not validate the choice. (for example, there will be no error message if a runway selected in this section is parallel to the subject runway.) It is not possible to add or remove a runway or a taxiway. One can only select or deselect.

Comments (free text)

Using the comment button

will bring up a comments box.

The user can enter a free text comment in English only or both languages, as necessary. Once entered the user selects the save button to close the box and return to the runway page. The above screen capture is for a designated bilingual site. Only the English comment box is displayed for non-bilingual sites.

Note:

Where comment text is entered in SNOWiz at designated bilingual sites, it must be provided in both official languages. Comment text entered in SNOWiz is accepted as is, without validation or translation by NAV CANADA. It is therefore the user's responsibility to ensure that the data entered is appropriate and in an acceptable format.

The only allowed characters are:
ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890 - ? : ( ) . , ' = / +

“TIL”, “TILL”, “UNTILL” or “UNTIL” are NOT to be used on comment boxes as these terms may cause a problem with systems that receive this information. The acronym CRFI should also be avoided in free form comments to describe a lower local friction.

Treatment

Treatments applied to the runway are noted in the treatment section. A maximum of two separate treatments may be chosen from the list of values. The choices must be different.

The options are:

- Sand
- Urea
- Graded
- Packed
- Ice control chemical

Canadian Runway Friction Index (CRFI)

The calculated average friction for the runway is provided in the CRFI Friction Section. If a CRFI value is provided, an observation date-time and temperature must be entered.

Unreliable

If the Unreliable check box is selected, all other fields are not required. Selecting this check box will populate item H) of the SNOWTAM fields section but will not generate any text in item T)

Coefficient

The calculated average friction coefficient for the runway provided in two-digit format. The selectable values range from 00 to 99 (representing 0.00 to 0.99).

Measurement device

The name of the device used to measure the friction coefficient. The list of values contains authorized friction test equipment. The selection of measuring equipment is optional and does not generate text in item T) of the SNOWTAM except for the selection of Tapley meter which generates TAP in item H) of the SNOWTAM.

The options are:

- Tapley Meter
- James Decelerometer
- Bowmonk
- Decelerometre (TES)

Observation Date Time (OBS Date Time)

The time at which the measurements were taken. The date-time must be within 24 hours and must not be in the future. All date and time fields are mandatory.

Fields:

- Day
- Month
- Year
- Time (HHMM)

Note:

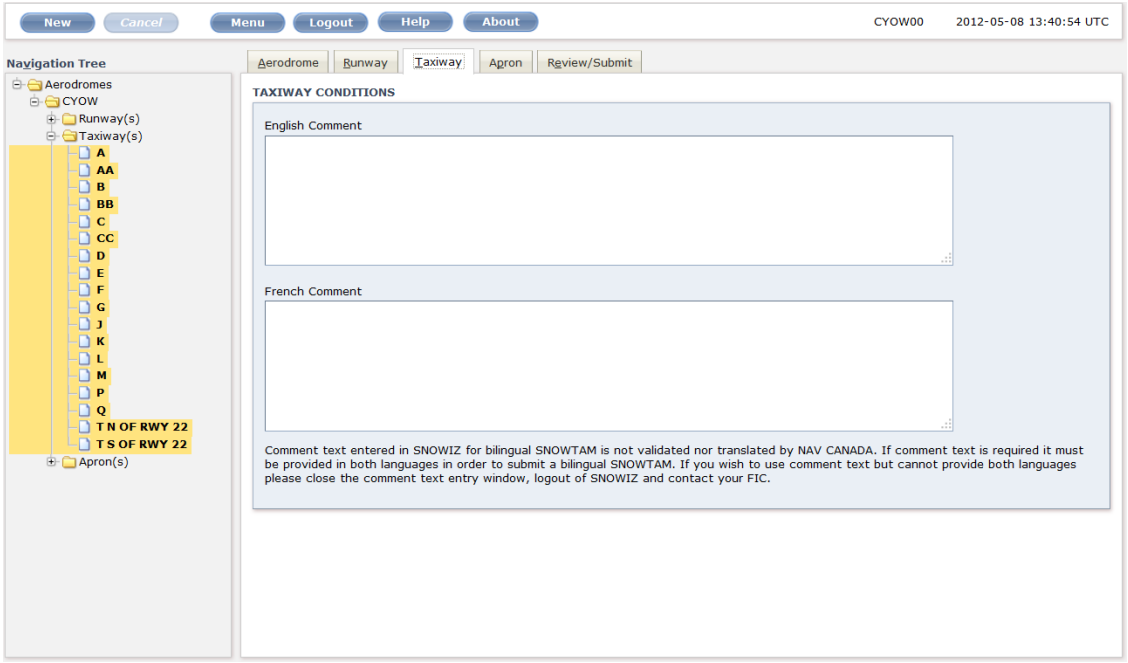
SNOWiz will warn the user if there is more than one hour difference between the RSC observation date-time and the CRFI observation date-time.

Temperature

The ambient temperature at the time the Canadian Runway Friction Index was calculated. Values from -65 to +30 degrees Celsius are available from the list of values.

Taxiway page

See also How to use the Taxiway Page



The details in the Taxiway page refer to the subject taxiway(s) identified (in bold and highlighted) in the navigation tree.

You can get information about blocks as follows:

Taxiway conditions

- English
- Français

Details and Descriptions

English

A free text area into which the user can enter any data required in a free text format. At sites where no French NOTAMJ/SNOWTAM are required, the user will be presented with an English text panel only.

Français

A free text area into which the user can enter any data required in a free text format. At sites where French NOTAMJ/SNOWTAM are required, the user will be presented with both an English and a French text panel.

Note:

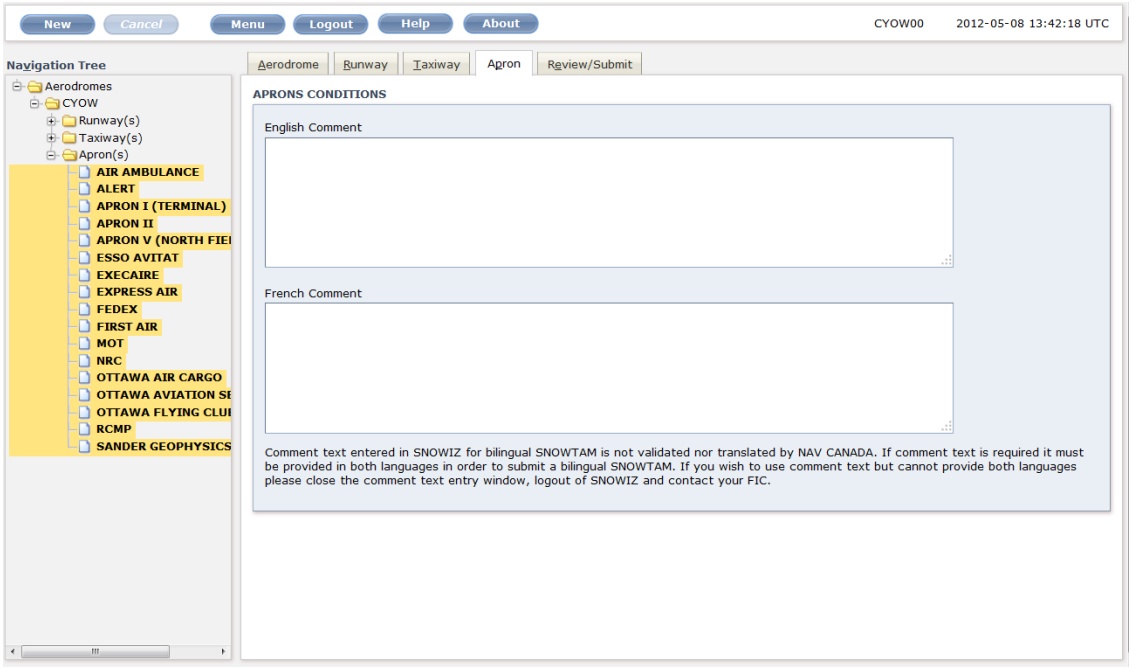
Where comment text is entered in SNOWiz at designated bilingual sites, it must be provided in both official languages. Comment text entered in SNOWiz is accepted as is, without validation or translation by NAV CANADA. It is therefore the user's responsibility to ensure that the data entered is appropriate and in an acceptable format.

The only allowed characters are: ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890 - ? : ( ) . , ' = / +

“TIL”, “TILL”, “UNTILL” or “UNTIL” are NOT to be used on comment boxes as these terms may cause a problem with systems that receive this information. The acronym CRFI should also be avoided in free form comments to describe a lower local friction.

Apron page

See also How to use the Apron Page



The details in the apron page refer to the subject apron(s) identified (in bold and highlighted) in the navigation tree.

You can get information about blocks as follows:

Apron conditions

- English
- Français

Details and descriptions

English

A free text area into which the user can enter any data required in a free text format. At sites where no French NOTAMJ/SNOWTAM are required, the user will be presented with an English text panel only.

Français

A free text area into which the user can enter any data required in a free text format. At sites where French NOTAMJ/SNOWTAM are required, the user will be presented with both an English and a French text panel.

Note:

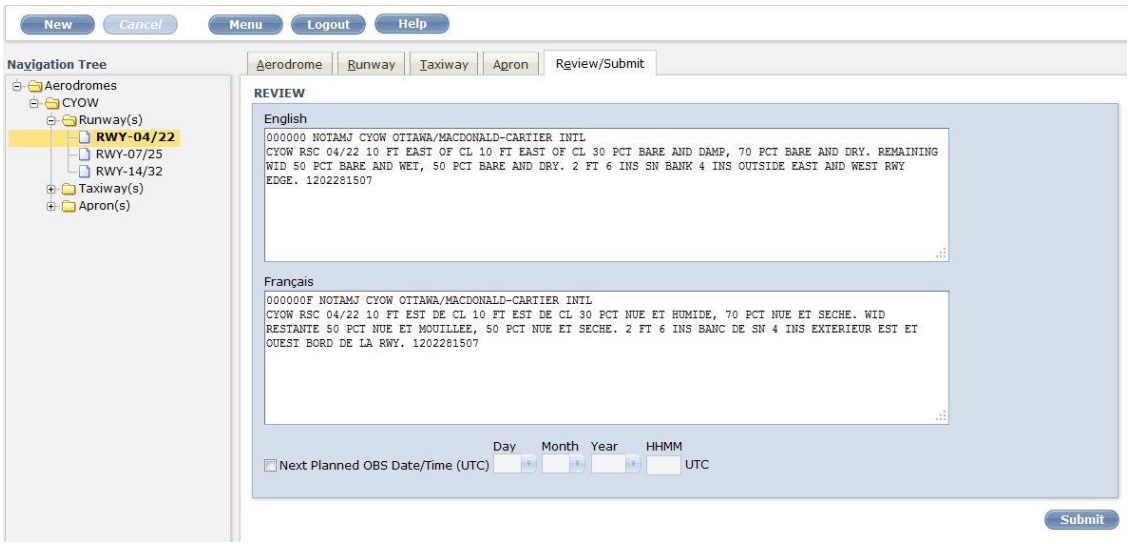
Where comment text is entered in SNOWiz at designated bilingual sites, it must be provided in both official languages. Comment text entered in SNOWiz is accepted as is, without validation or translation by NAV CANADA. It is therefore the user's responsibility to ensure that the data entered is appropriate and in an acceptable format.

The only allowed characters are:
ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890 - ? : ( ) . , ' = / +

“TIL”, “TILL”, “UNTILL” or “UNTIL” are NOT to be used on comment boxes as these terms may cause a problem with systems that receive this information. The acronym CRFI should also be avoided in free form comments to describe a lower local friction.

Review / Submit

See also How to use the Review / Submit Page


New
Cancel
Menu
Logout
Help
Navigation Tree
Aerodrome
Runway
Taxiway
Apron
Review/Submit
Aerodromes
CYOW
Runway(s)
RWY-04/22
RWY-07/25
RWY-14/32
Taxiway(s)
Apron(s)
REVIEW
English
000000 NOTAMJ CYOW OTTAWA/MACDONALD-CARTIER INTL
CYOW RSC 04/22 10 FT EAST OF CL 10 FT EAST OF CL 30 PCT BARE AND DAMP, 70 PCT BARE AND DRY. REMAINING
WID 50 PCT BARE AND WET, 50 PCT BARE AND DRY. 2 FT 6 INS SN BANK 4 INS OUTSIDE EAST AND WEST RWY
EDGE. 1202281507
Français
000000F NOTAMJ CYOW OTTAWA/MACDONALD-CARTIER INTL
CYOW RSC 04/22 10 FT EST DE CL 10 FT EST DE CL 30 PCT NUE ET HUMIDE, 70 PCT NUE ET SECHE. WID
RESTANTE 50 PCT NUE ET MOUILLEE, 50 PCT NUE ET SECHE. 2 FT 6 INS BANC DE SN 4 INS EXTERIEUR EST ET
OUEST BORD DE LA RWY. 1202281507
Day
Month
Year
HHMM
Next Planned OBS Date/Time (UTC)
UTC
Submit

The details in the review page refer to the entire NOTAMJ / SNOWTAM of the subject aerodrome identified (in bold and highlighted) in the navigation tree.

You can get information about blocks as follows:

Review

- English
- Français

Next planned observation time

Submit

SNOWTAM Submission Report

Details and Descriptions

English

At sites where no French NOTAMJ / SNOWTAM are required, the user is presented with an English review panel only. The user can review the runway surface conditions

report prior to dissemination. However, it is not possible to edit from this location. The user must return to the relevant form (aerodrome, runway, taxiway, apron).

Français

At sites where French NOTAMJ / SNOWTAM are required, the user is presented with English and French review panels. The user can review the runway surface conditions report prior to dissemination however, it is not possible to edit from this location. The user must return to the relevant form (aerodrome, runway, taxiway, apron).

Next planned observation time

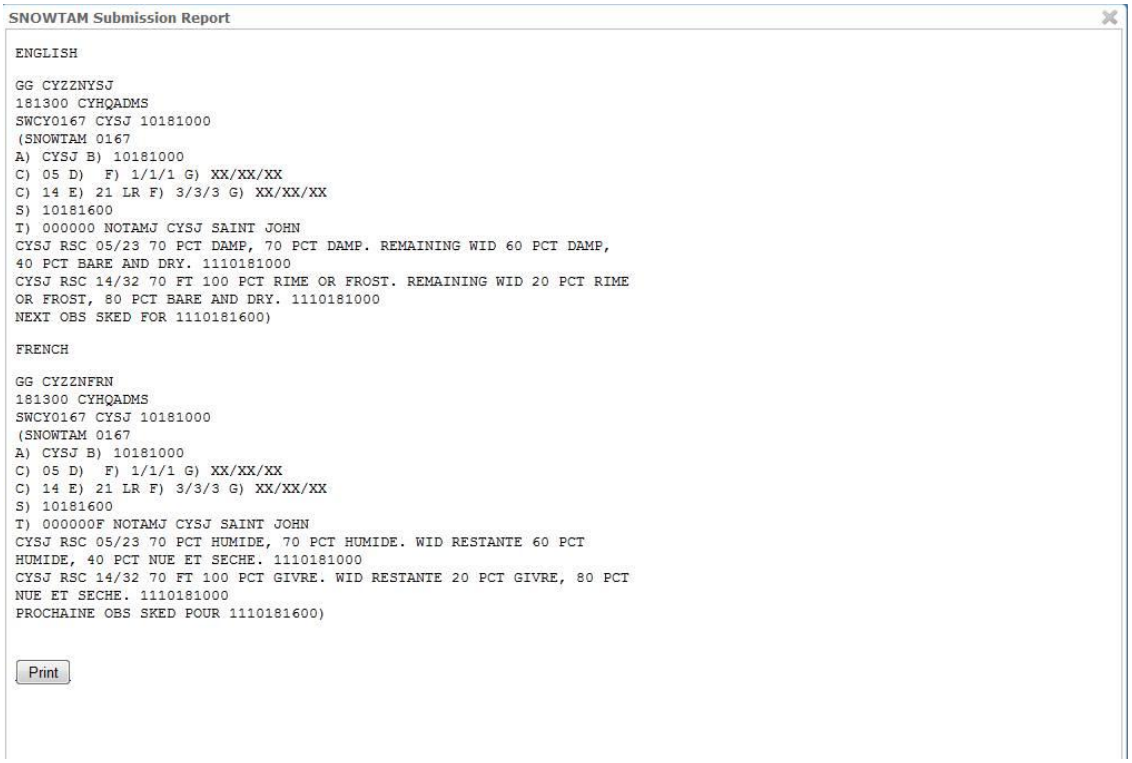
The "next planned observation time" is optional. Upon selecting the check box, SNOWiz will input the current UTC time plus 24 hours. The user can then adjust these values to select the next planned observation time.The maximum selectable time is 24 hours in the future.

Note the time is entered in UTC format. The full details of the date and the time must be entered.

Fields are: Day, Month, Year, Time (HHMM)

Submit

Upon clicking the **Submit** button the SNOWTAM is submitted for verification and distribution. Successful processing of the SNOWTAM proposal is verified when the SNOWTAM Submission Report is displayed.


SNOWTAM Submission Report
ENGLISH
GG CYZZNYSJ
181300 CYHQADMS
SWCY0167 CYSJ 10181000
(SNOWTAM 0167
A) CYSJ B) 10181000
C) 05 D) F) 1/1/1 G) XX/XX/XX
C) 14 E) 21 LR F) 3/3/3 G) XX/XX/XX
S) 10181600
T) 000000 NOTAMJ CYSJ SAINT JOHN
CYSJ RSC 05/23 70 PCT DAMP, 70 PCT DAMP. REMAINING WID 60 PCT DAMP,
40 PCT BARE AND DRY. 1110181000
CYSJ RSC 14/32 70 FT 100 PCT RIME OR FROST. REMAINING WID 20 PCT RIME
OR FROST, 80 PCT BARE AND DRY. 1110181000
NEXT OBS SKED FOR 1110181600)
FRENCH
GG CYZZNFRN
181300 CYHQADMS
SWCY0167 CYSJ 10181000
(SNOWTAM 0167
A) CYSJ B) 10181000
C) 05 D) F) 1/1/1 G) XX/XX/XX
C) 14 E) 21 LR F) 3/3/3 G) XX/XX/XX
S) 10181600
T) 000000F NOTAMJ CYSJ SAINT JOHN
CYSJ RSC 05/23 70 PCT HUMIDE, 70 PCT HUMIDE. WID RESTANTE 60 PCT
HUMIDE, 40 PCT NUE ET SECHE. 1110181000
CYSJ RSC 14/32 70 FT 100 PCT GIVRE. WID RESTANTE 20 PCT GIVRE, 80 PCT
NUE ET SECHE. 1110181000
PROCHAINE OBS SKED POUR 1110181600)
Print

SNOWTAM Submission Report

The SNOWTAM submission report is displayed upon successful submission of the SNOWTAM proposal.

Print

To print the SNOWTAM submission report, click the **Print** button on the report. This will open a print dialog from the local PC.

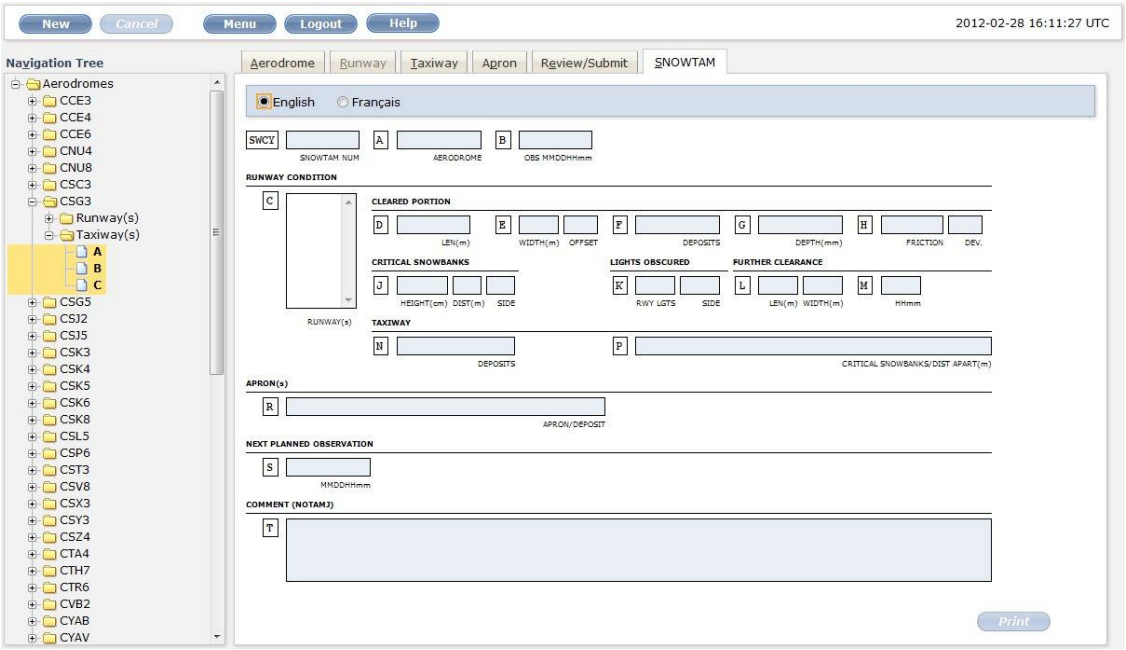
Download

To download the SNOWTAM submission, click the **Download** button on the report. This will open a dialog to save the text file into a directory or to open the text file in a text editor.

Close

To close the SNOWTAM submission report, click either the **Close** button or the button.

This page is only available for a user with the "SNOWIZ Display Controlling" Role.



The details in the SNOWTAM page refer to the subject aerodrome highlighted (in bold) in the navigation tree. The SNOWTAM page displays the retained SNOWTAM (or the SNOWTAM being composed) for the designated aerodrome.
It is not possible to modify this information.
The basic format is that of the ICAO SNOWTAM form and that form should be used to understand the on-line representation.

You can get information about blocks / fields as follows:

- ICAO SNOWTAM paper form
- Multiple runways
- Print

Details and descriptions

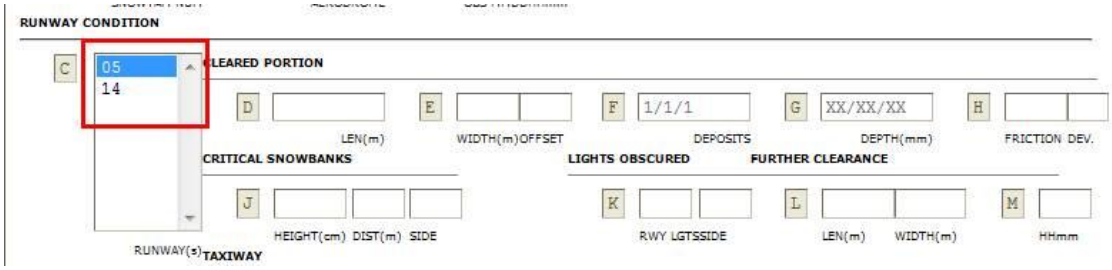
ICAO SNOWTAM paper form

(COM heading)	(PRIORITY INDICATOR)	(ADDRESSES)	◄≡
	(DATE AND TIME OF FILING)	(ORIGINATOR'S INDICATOR)	◄≡
(Abbreviated heading)	(SWAA* SERIAL NUMBER) S W * *	(LOCATION INDICATOR)	DATE/TIME OF OBSERVATION (OPTIONAL GROUP) ◄≡ (

SNOWTAM	(Serial number) →	
(AERODROME LOCATION INDICATOR)		A) →
(DATE/TIME OF OBSERVATION *(Time of completion of measurement in UTC)*)		B) →
(RUNWAY DESIGNATORS)		C) →
(CLEARED RUNWAY LENGTH, IF LESS THAN PUBLISHED LENGTH *(m)*)		D) →
(CLEARED RUNWAY WIDTH, IF LESS THAN PUBLISHED WIDTH *(m; if offset left or right of centre line add "L" or "R")*)		E) →
(DEPOSITS OVER TOTAL RUNWAY LENGTH *(Observed on each third of the runway, starting from threshold having the lower runway designation number)* NIL — CLEAR AND DRY 1 — DAMP 2 — WET or water patches 3 — RIME OR FROST COVERED *(depth normally less than 1 mm)* 4 — DRY SNOW 5 — WET SNOW 6 — SLUSH 7 — ICE 8 — COMPACTED OR ROLLED SNOW 9 — FROZEN RUTS OR RIDGES)		F) →
(MEAN DEPTH *(mm)* FOR EACH THIRD OF TOTAL RUNWAY LENGTH)		G) →
(FRICTION MEASUREMENTS ON EACH THIRD OF RUNWAY AND FRICTION MEASURING DEVICE MEASURED OR CALCULATED COEFFICIENT *or* ESTIMATED SURFACE FRICTION 0.40 and above — GOOD — 5 0.39 to 0.36 — MEDIUM/GOOD — 4 0.35 to 0.30 — MEDIUM — 3 0.29 to 0.26 — MEDIUM/POOR — 2 0.25 and below — POOR — 1 9 — unreliable — UNRELIABLE — 9 *(When quoting a measured coefficient, use the observed two figures, followed by the abbreviation of the friction measuring device used. When quoting an estimate, use single digit)*)		H) →
(CRITICAL SNOWBANKS *(If present, insert height (cm)/distance from the edge of runway (m) followed by "L", "R" or "LR" if applicable)*)		J) →
(RUNWAY LIGHTS *(If obscured, insert "YES" followed by "L", "R" or both "LR" if applicable)*)		K) →
(FURTHER CLEARANCE *(If planned, insert length (m)/width (m) to be cleared or if to full dimensions, insert "TOTAL")*)		L) →
(FURTHER CLEARANCE EXPECTED TO BE COMPLETED BY . . . *(UTC)*)		M) →
(TAXIWAY *(If no appropriate taxiway is available, insert "NO")*)		N) →
(TAXIWAY SNOWBANKS *(If more than 60 cm, insert "YES" followed by distance apart, m)*)		P) →
(APRON *(If unusable insert "NO")*)		R) →
(NEXT PLANNED OBSERVATION/MEASUREMENT IS FOR) *(month/day/hour in UTC)*		S) →
(PLAIN-LANGUAGE REMARKS *(Including contaminant coverage and other operationally significant information, e.g. sanding, de-icing)*)		T))◄≡

NOTES: 1. *Enter ICAO nationality letters as given in ICAO Doc 7910, Part 2.
2. Information on other runways, repeat from C to P.
3. Words in brackets ( ) not to be transmitted.

Multiple runways



If an aerodrome has multiple runways for which winter maintenance is carried out then in the ICAO SNOWTAM items C) to M) are duplicated for each runway.

In the on-line representation the user can select the runway of choice from a drop down list (marked in a red box in the visual above). Upon making the selection the values for that runway are displayed in items C) through item M)

Print

To print the SNOWTAM, click the **Print** button on the screen. This will open the SNOWTAM Submission Report.

ACS Administration Pages and Fields

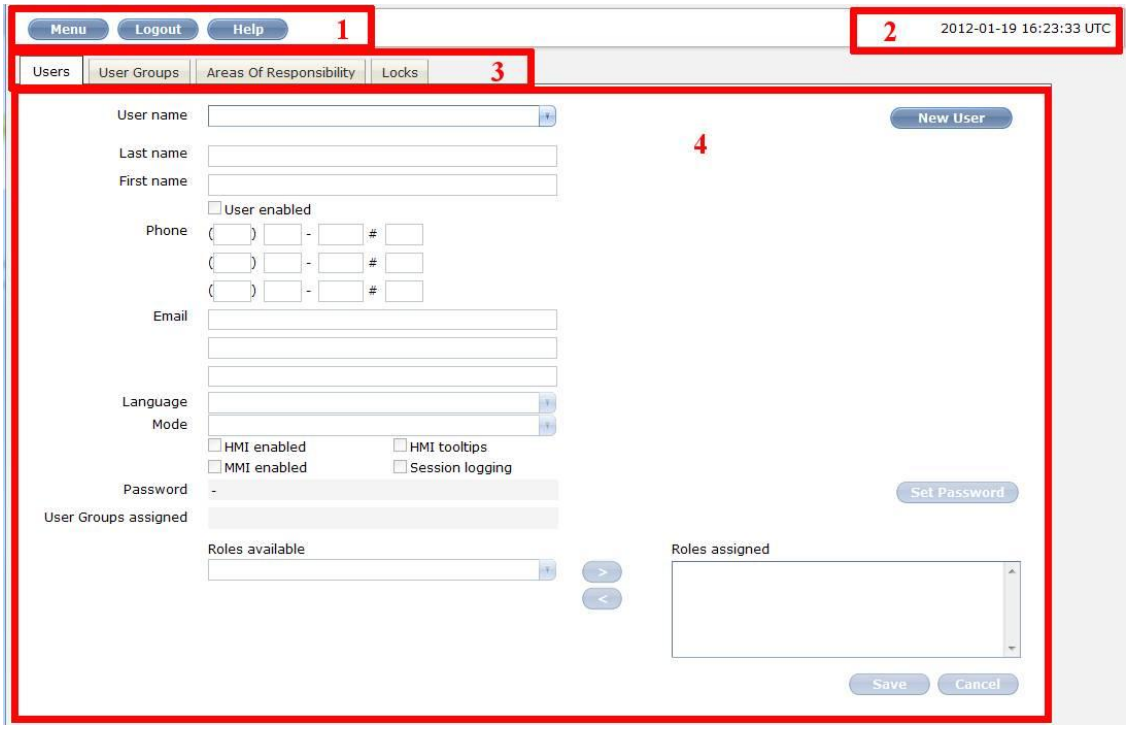


Figure 1. User Management Navigation

Areas

- Navigation buttons (Figure 1/ Marker 1)
- Date area (Figure 1/ Marker 2)
- Navigation Pages (Figure 1/ Marker 3)
- User management view (Figure 1/ Marker 4)

Navigation buttons

- Menu
- Logout
- Help
- About (button is only available after hovering over the **Help** button)

Date area

Gives the current date plus the current time in UTC.

Navigation Pages

- Users
- User Groups
- Areas of Responsibility
- Locks
- Session Logs

Detailed User management view

The detailed user management view display information about user privileges/roles and contact information. It is divided into several parts explained at Navigation pages

Screen prompts

- Focus
- Errors
- Tooltips

Details and descriptions

Buttons

Menu

Return to the application menu.

Click the **Menu** button to exit and return to the ACS Application Selection menu.

- Yes – the user is returned to the ACS Application Selection menu
- No – the confirmation box is cancelled and the user remains at the ACS Administration page.

Logout

Return to the Login screen.

Click the **Logout** button to exit and return to the Registered Accountable Sources Login screen.

- Yes – the user is returned to the Registered Accountable Sources Login screen
- No – the confirmation box is cancelled and the user remains at the ACS Administration page.

Help

Displays the user guide in a separate browser window.

For information on using the help system refers to using on-line help.

About

Displays basic information about the ACS application.

The **About** button is only available after hovering over the **Help** button.

Navigation Pages

Users

The Users page allows an Administrator to create a user or change user related data, such as user privileges/roles and password. Group Administrators can not create users but change data for existing users in their groups. Additional information can be found here.

User groups

The User Groups page allows an Administrator to create a new user group or change an existing group. It is possible to assign an "Area of responsibility" to users and administrators in a user group. Group Administrators can only change group membership for their groups.

Areas of Responsibility

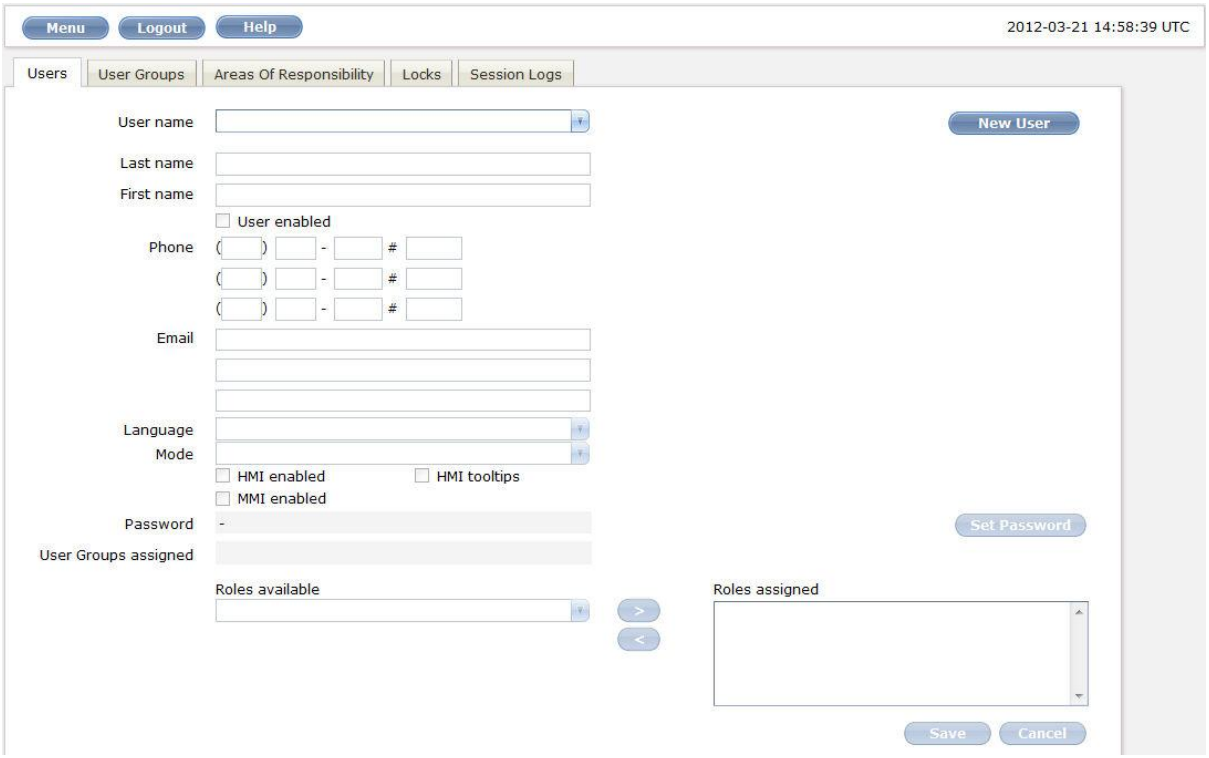
The Areas of responsibility allows an Administrator to define which aerodromes are under the authority of the accountable source.

Locks

The Locks tab gives an Administrator the ability to lock or unlock users or aerodromes. Group Administrators can do this only for users and aerodromes associated with their groups.

Session logs

In "Session logs" it is possible for Administrators to query, download and delete portions of session logs for specified user names or aerodromes. Group Administrators can do this for user names and aerodromes in their groups.



Details and description

Buttons

New User

Create a new User.

Set Password

Change the password for the selected user.

Save

Save the current user data.

Cancel

Cancel the current changes in the user data.

Fields

Note:

If a new user is to be created the following fields are required: User name, Last name, First name, Phone, Email, Language, Mode and Password

User name

This field has two functions:

- To select an existing user.
- To create a new user name after clicking the New User button.

Last name

Last name is the provided field for family name of a user.

First name

First name is the provided field for first name of a user.

User enabled

This check box is used to give a user access to the ACS System. In case of disabled user this field will be unchecked.

Phone

Phone provides three different rows to insert telephone numbers. The first is mandatory.

Email

The user email address, it has to be in the correct format. The first is mandatory.

Language

The language field is used to set the default language of interaction for the user.
Possible choices are:

- en - English Language
- fr - French Language

Mode

Specifies if the user has operational, training or test access to ACS
Possible choices are:

- Operational - All operational functions in HMI and MMI are activated and the submission is active.
- Training - All operational functions in HMI are activated and submission will be non-active.
- Test - All operational functions in MMI are activated and submission will be non-active.

Password

The password field provides the user password, which is used to login into ACS. It has to be in accordance with parameters provided by the NAV CANADA's Administrator.

User group assigned

Shows user group(s) assigned to a user.

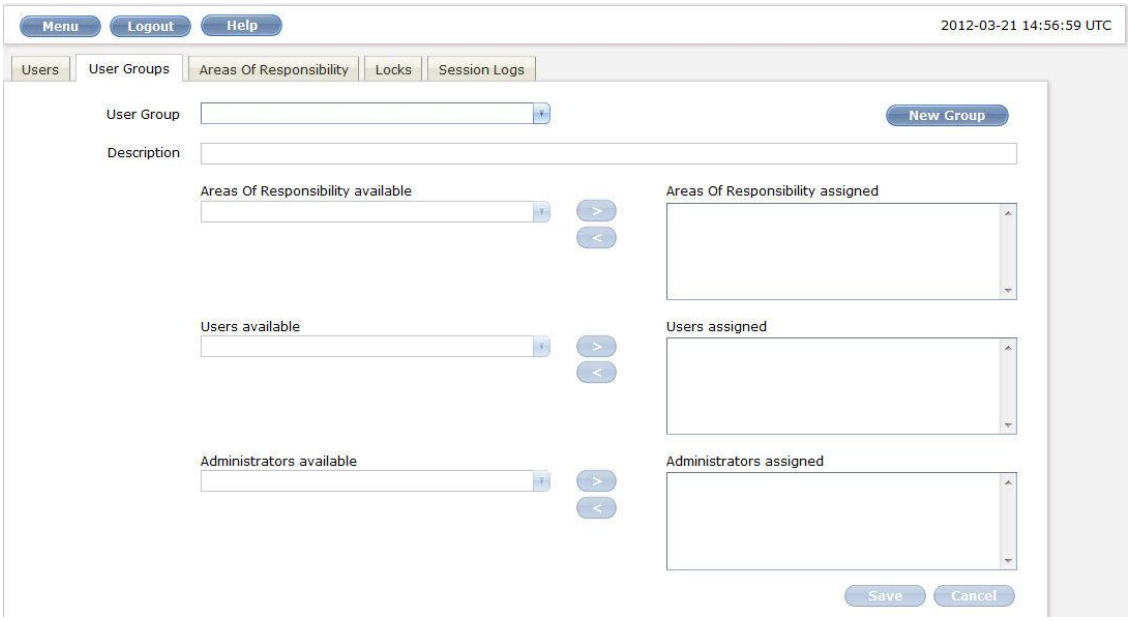
Roles available

Roles available allow a choice to access different combination of user rights. This field works in combination with field "Roles assigned".

ADMIN - NAV CANADA Administrator of the application ACS
GROUP_ADMIN - Group administrators are responsible for a group of users
NOTAMWIZ_USER - User able to use the NOTAMWIZ part of ACS
SDOWIZ_USER - User able to use the SDOWIZ part of ACS
SNOWIZ_DISPLAY_CONTROLLING - Display Controlling User has the possibility to view the Runway Surface Condition reports in SNOWTAM format and view the SNOWTAM form
SNOWIZ_USER - User able to use the SNOWiz part of ACS

Roles assigned

Roles assigned is used to set the selected role(s) available to the user.



User Groups view allows Administrators to relate the Users, Areas of Responsibility and Administrators with a User Group.

Details and description

Buttons

New Group

Creates a new user group, clicking **New Group** causes the User Group combo box to change to an input field.

Save

Save the last changes in user group.

Cancel

Cancel the current changes in the user group data.

Fields

User Group

Combo box to select a user group that can be changed. If the New Group button has been clicked it becomes a field for entry of the new group name.

Description

Short description of the User Group

Areas of Responsibility available

Available Areas of Responsibility, these areas are created in the Area of Responsibility page.

Areas of Responsibility assigned

All Areas of Responsibility that are assigned to the currently selected User Group.

Users available

This field gives a list of Users which could be assigned to a User Group.

Users assigned

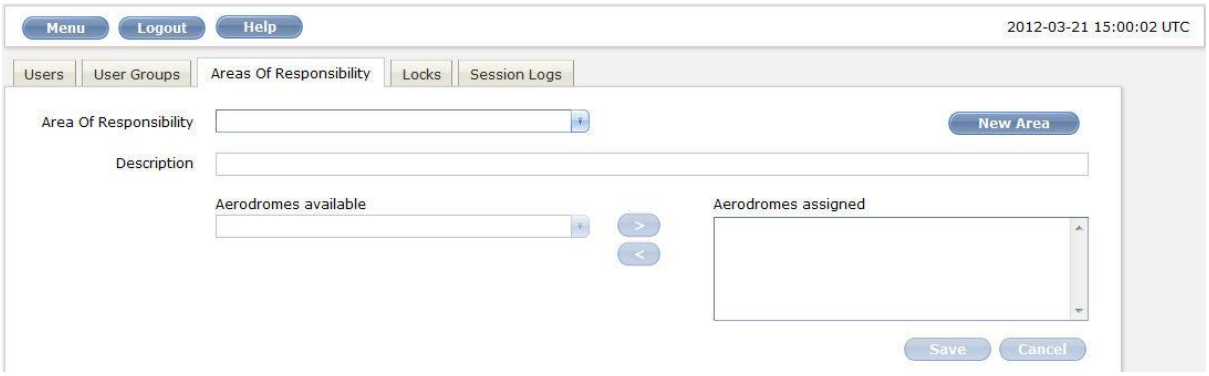
This field gives a list of Users which are assigned to a User Group.

Administrators available

List of Administrator which could be assigned to a User Group.

Administrators assigned

This field gives a list of Administrators which are assigned to the currently selected User Group.



The Areas of Responsibility enables an Administrator to create or change an area of responsibility and associate it with one or more aerodromes.

Details and description

Buttons

New Area

The **New Area** button creates a new area of responsibility and changes the behaviour of the field area of responsibility from a combo box to an input field.

Save

The **Save** button saves the latest changes to the area of responsibility entries.

Cancel

This button cancels the current changes in the AOR data.

Fields

Area of Responsibility

Combo box to select an area of responsibility that will be changed. If the **New Area** button has been clicked, it becomes a field for entry of the new area name.

Description

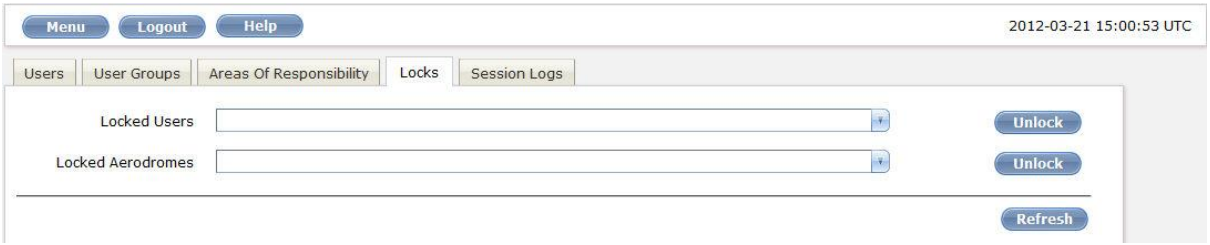
Description is the input field to describe an Area of Responsibility.

Aerodromes available

This combo field gives a list of aerodromes available to assign to an Area of Responsibility.

Aerodromes assigned

This combo field gives a list of assigned aerodromes in an Area of Responsibility.



The Locks view is a tool for Administrators to unlock users and/or aerodromes which are currently locked. Group Administrators can do this for their group users and aerodromes.

Details and description

Buttons

Unlock (Locked Users)

This button allows an Administrator or Group Administrator to unlock a User selected in the “Locked Users” field.

Note:

If a locked User also has a locked aerodrome both will be unlocked after using this button.

Unlock (Locked Aerodromes)

This button allows an Administrator or Group Administrator to unlock an aerodrome selected in the Locked Aerodromes field.

Refresh

The refresh button refreshes the combo lists for "Locked Users" and "Locked Aerodromes".

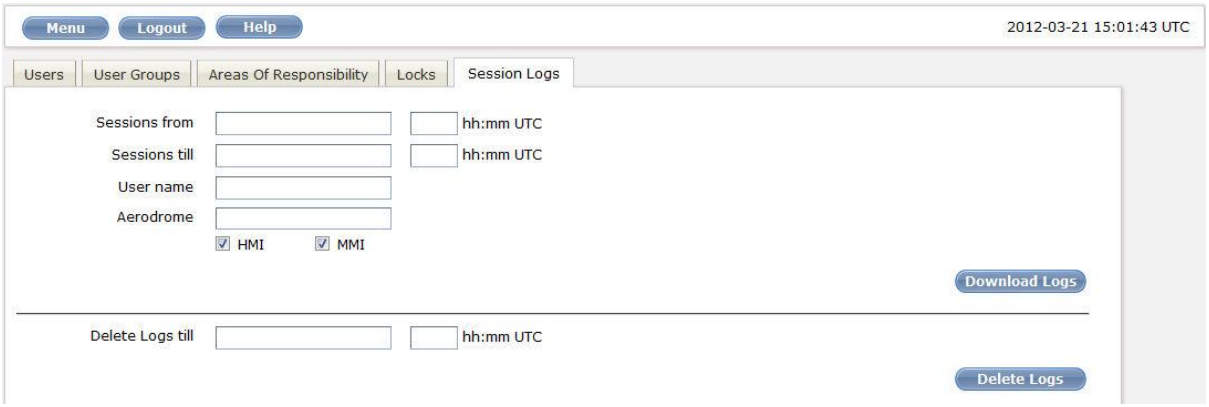
Fields

Locked Users

Provides a list of users who are currently locked.

Locked Aerodromes

Provides a list of aerodromes which are currently locked.



The session log gives an Administrator or Group Administrator access to the log file generated in the background. Here it is also possible to set ranges for the view and/or to delete records from the existing files.

Details and description

Buttons

Download Logs

Start a query process with the data set in the fields. Results are returned as an XML file.

Delete Logs

Delete all log records till the date set in field **Delete logs till**. The log file records for the last 30 days cannot be deleted.

Fields

Session From

Set the start date for a range query.

Session Till

Set the end date for a range query.

User name

Gives the user the possibility to filter for a user name.

Aerodrome

Gives the user the possibility to filter for an aerodrome.

Delete logs till

Set the end date for a delete process.

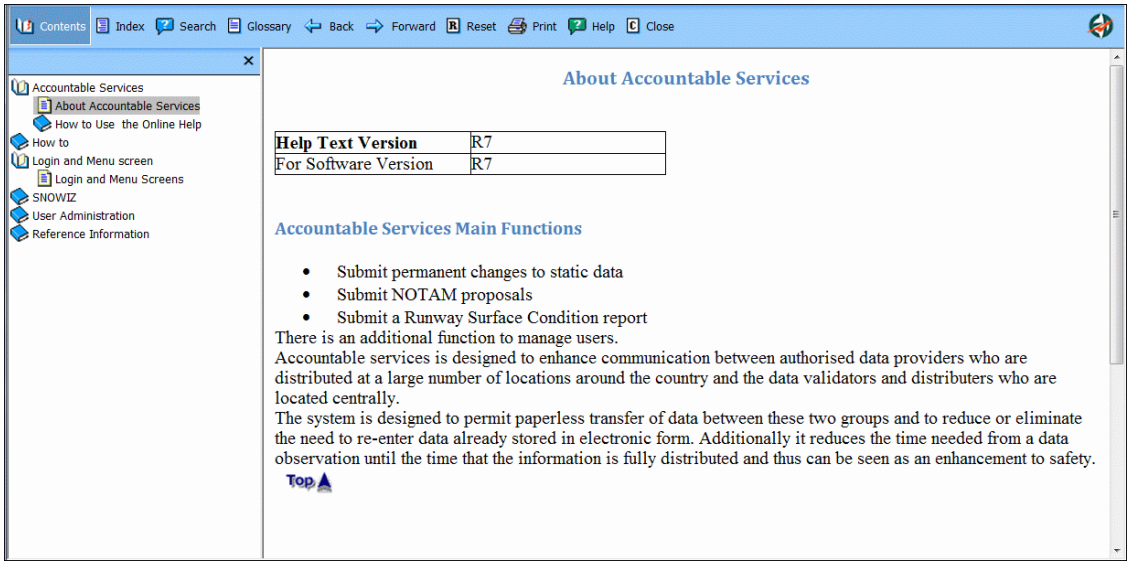
How to Use the Online Help

Using Online Help

To access the Online Help system for **ACS**

- Click the **Help** button on the SNOWiz toolbar or
- Click on the **Help** icon ( )

The application opens the Help file and displays a relevant topic in an online help window:


Contents
Index
Search
Glossary
Back
Forward
Reset
Print
Help
Close
Accountable Services
About Accountable Services
How to Use the Online Help
How to
Login and Menu screen
Login and Menu Screens
SNOWIZ
User Administration
Reference Information
About Accountable Services
Help Text Version
R7
For Software Version
R7
Accountable Services Main Functions
Submit permanent changes to static data
Submit NOTAM proposals
Submit a Runway Surface Condition report
There is an additional function to manage users.
Accountable services is designed to enhance communication between authorised data providers who are distributed at a large number of locations around the country and the data validators and distributers who are located centrally.
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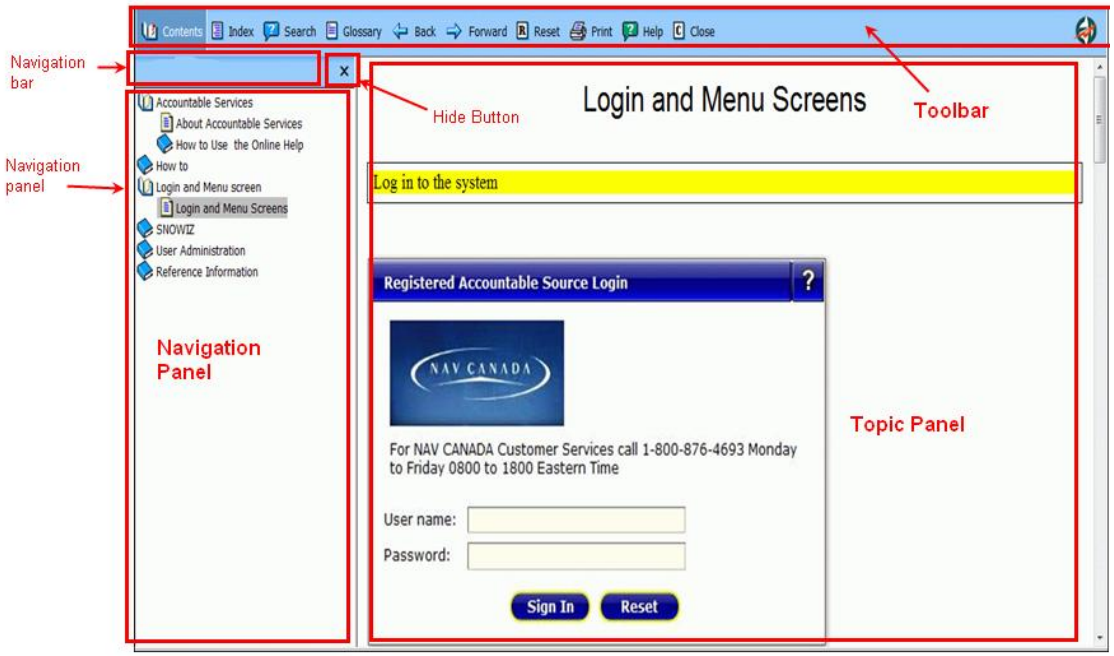
Top

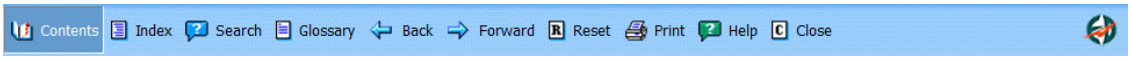
Online Help Components:

- Toolbar
- Navigation bar
- Navigation panel
- Topic panel



Toolbar

The toolbar, located along the top of the viewer, contains navigation buttons (Contents, Index, Search, Glossary, Back, Forward, Reset, Print, Help and Close).

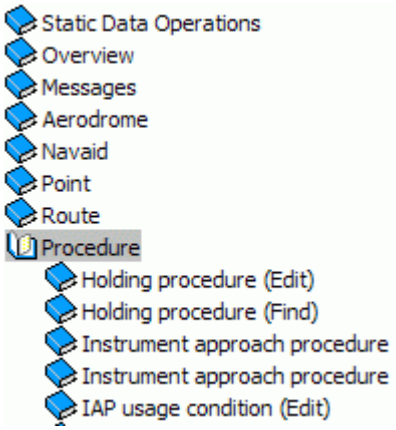


Navigation Bar

The navigation bar, located below the toolbar, contains the Hide button.

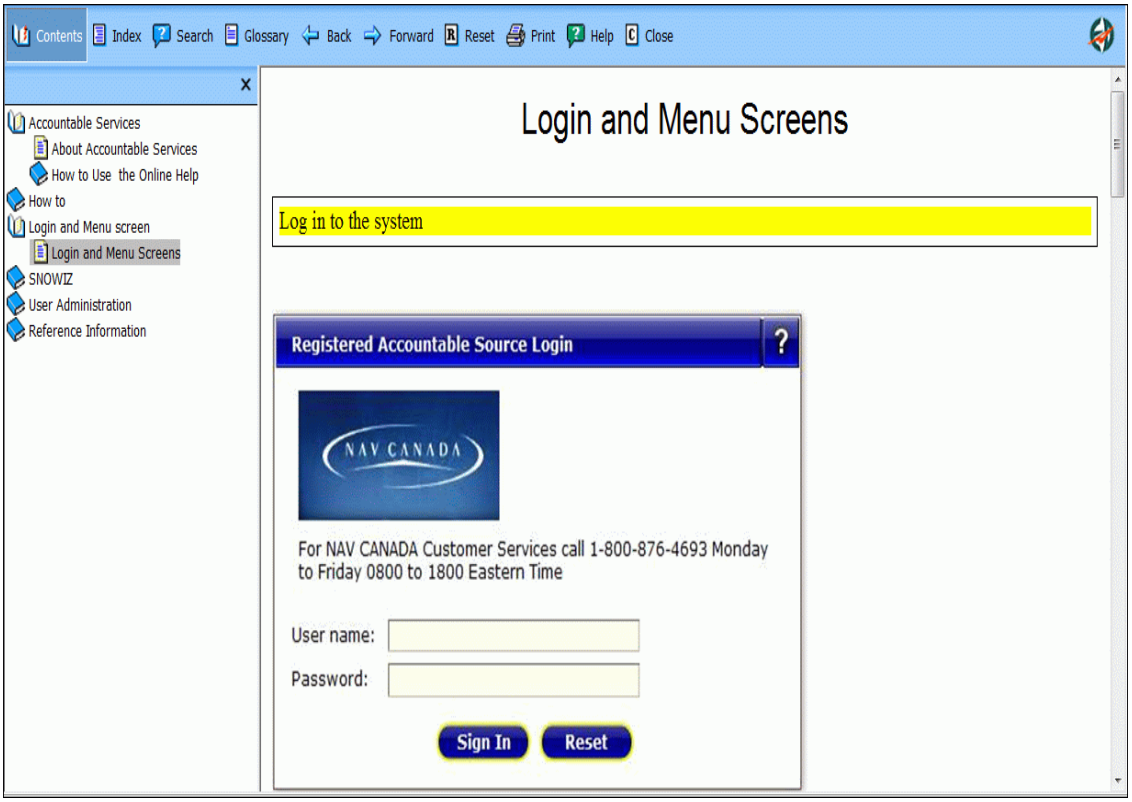
Navigation Panel

The navigation panel, located below the navigation bar, displays content and text input fields for the Contents, Index and Search.



Topic Panel

The topic pane displays on the right side. It displays topic content, with scroll bars for further viewing. In the Online Help Viewer, the selected book or page at the left is synchronized with the active topic on the right.



Toolbar Navigation Buttons:

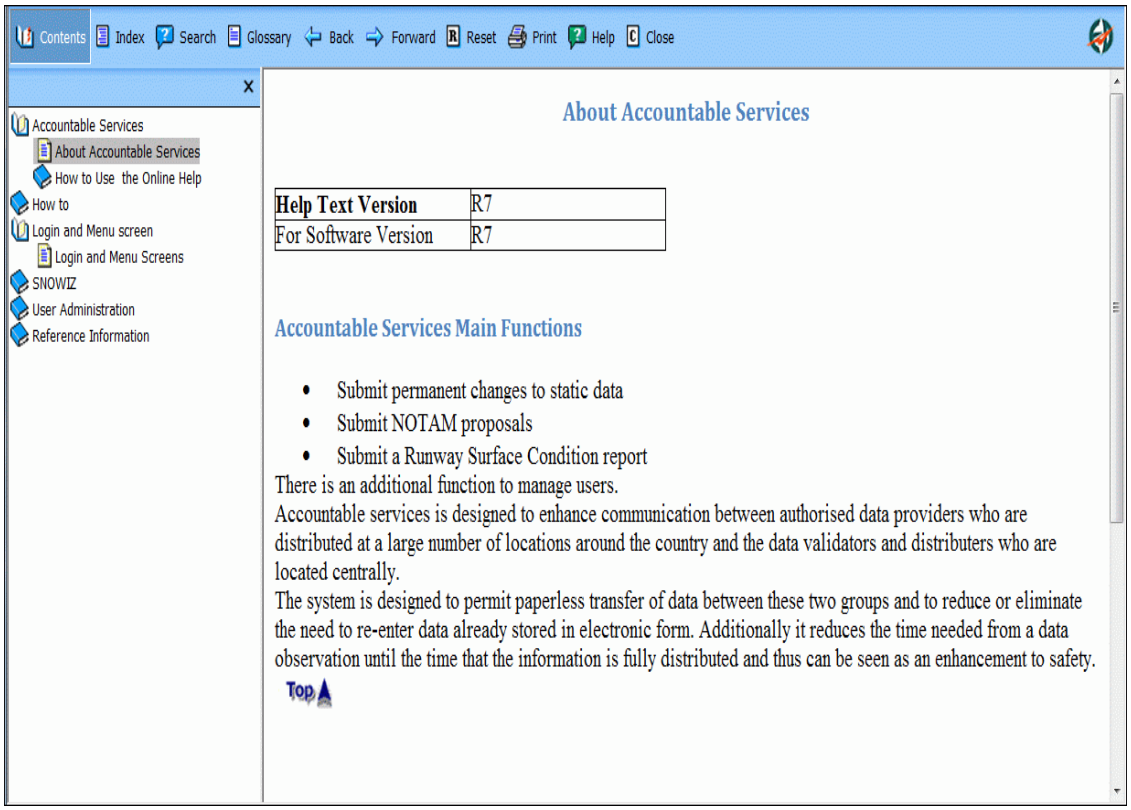
Click these buttons to navigate in the online help system.

Button name	Description
Contents	Accesses the table of contents
Index	Accesses the keyword index of the Help file
Search	Accesses full-text search
Glossary	Accesses the glossary
Back	Returns to the previously visited topic
Forward	Goes to the next topic
Reset	Refreshes the content displayed in the window
Print	Displays the Print dialog for printing topics
Help	Using online help
Close	Closes the online help

Using Table of Contents:

On the Toolbar, click

to display the table of contents in the navigation panel.
The **Contents** tab displays books and pages that represent the categories of information in the online help system.
Books: Group topics into chapters or sections. When you click on a closed book, it opens to display its content (sub-books and pages). When you click on an open book, it closes. Click on a book to display topics.


Contents
Index
Search
Glossary
Back
Forward
Reset
Print
Help
Close
Accountable Services
About Accountable Services
How to Use the Online Help
How to
Login and Menu screen
Login and Menu Screens
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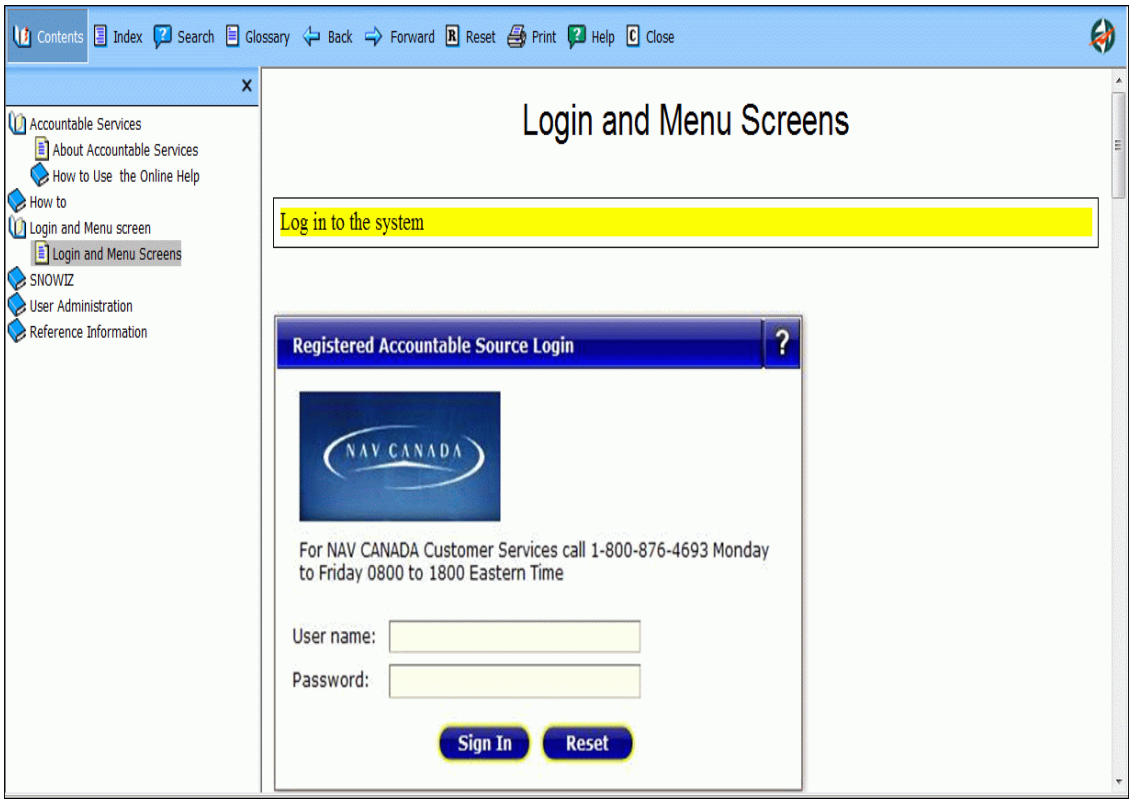
Top

Pages: Represent individual topics. When you click a page, you select a topic that can be viewed in the right-hand pane.

Example:
In the example below, the **Contents** tab and the *"Login Menu Screens"* page were clicked. The corresponding topic opens in the right-hand pane.



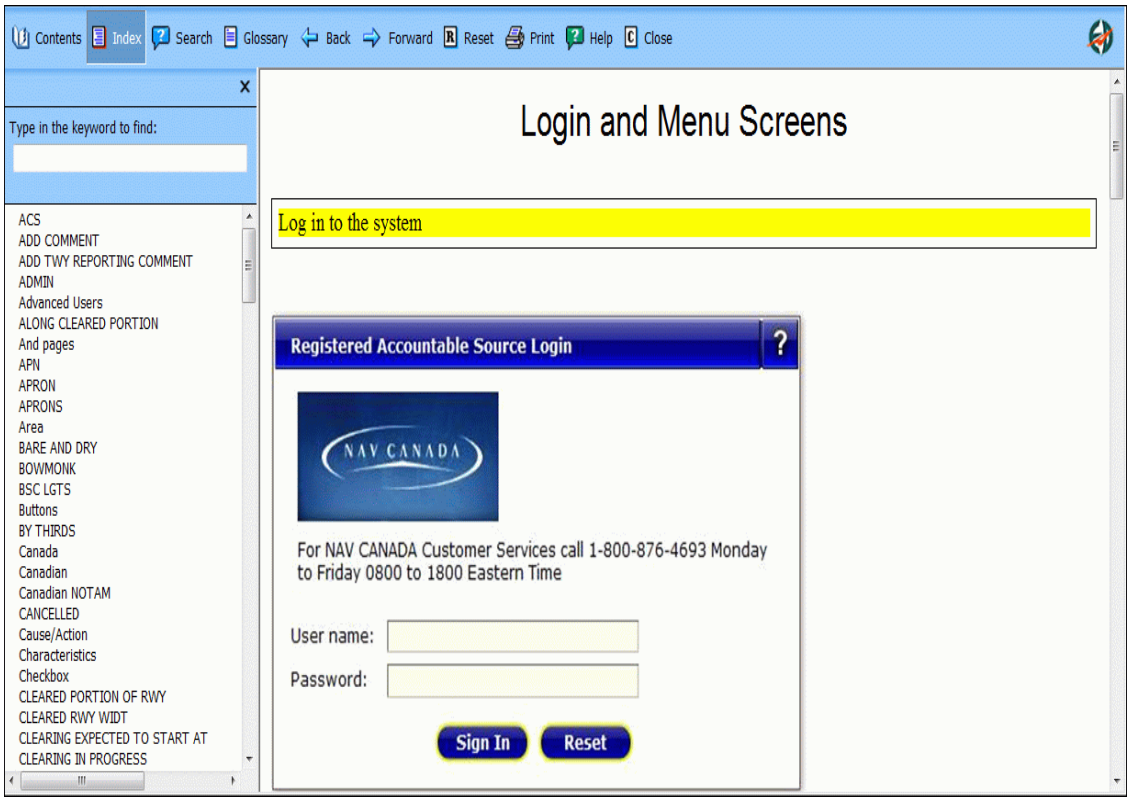
Using Index:

On the toolbar, click

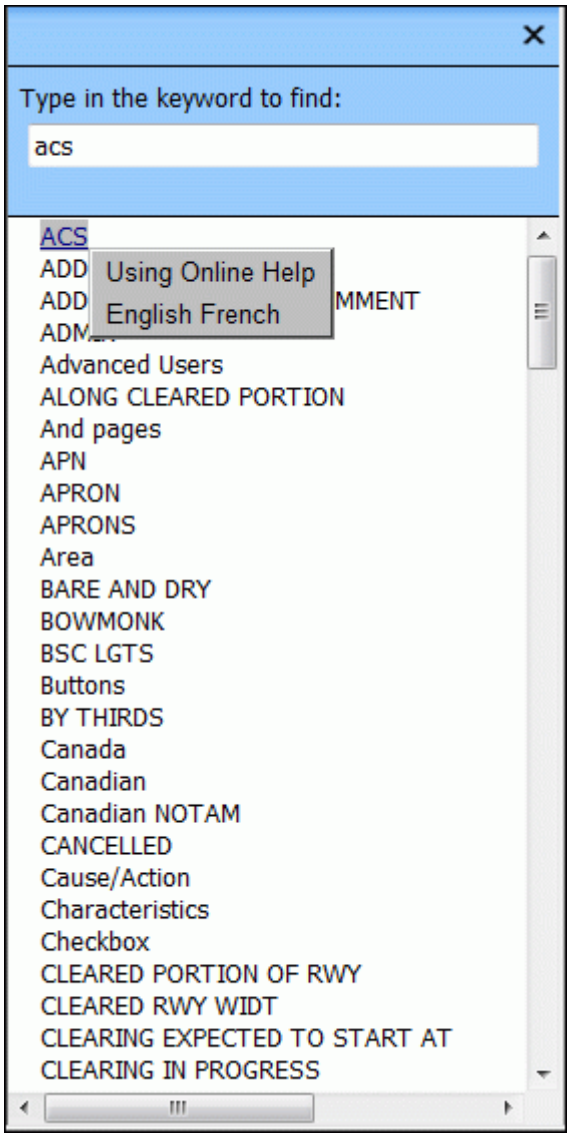
to display the index in the left pane.

The **Index** tab displays a multi-level list of keywords and keyword phrases.
These terms are associated with topics in the online help system and they are intended to direct you to specific topics.

To open a topic in the right-hand pane that is associated with a keyword, select a keyword and click on it.



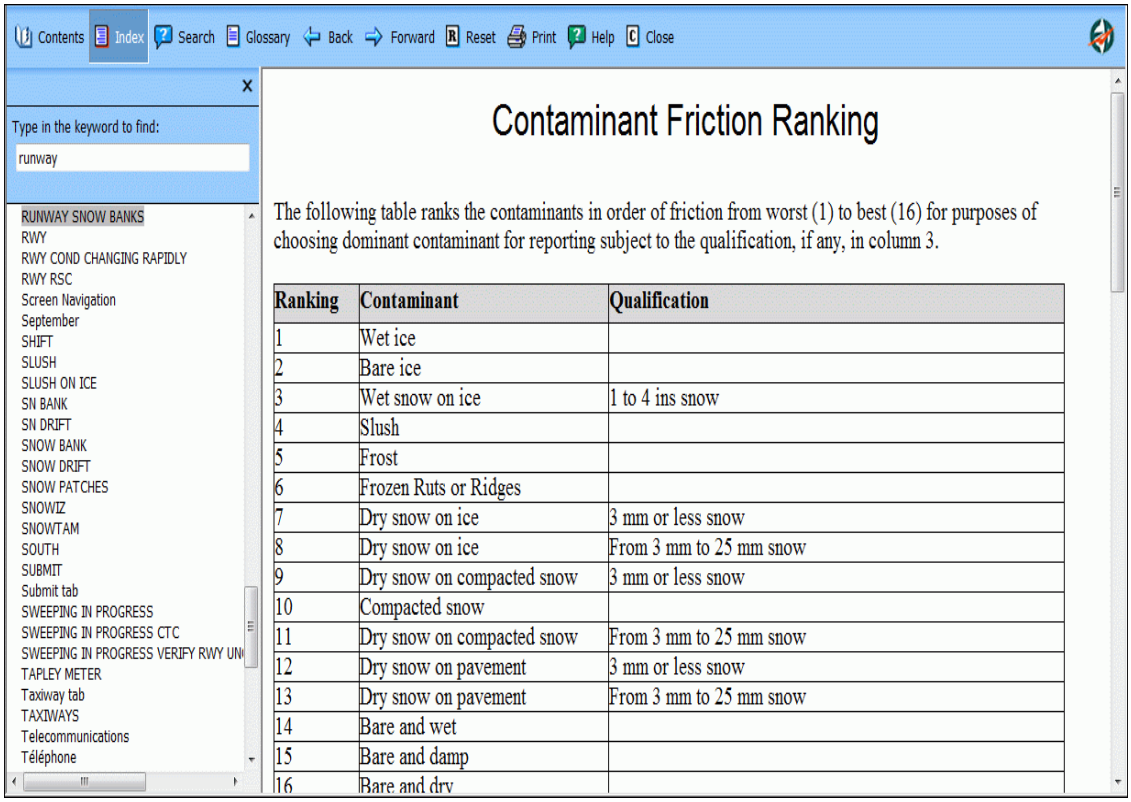
If the keyword is used in multiple topics clicking on the key word displays the list of topics available. It is necessary to select one of those topics by clicking on it before it is displayed.



To search for a keyword, use the *Type in the keyword to find* field.

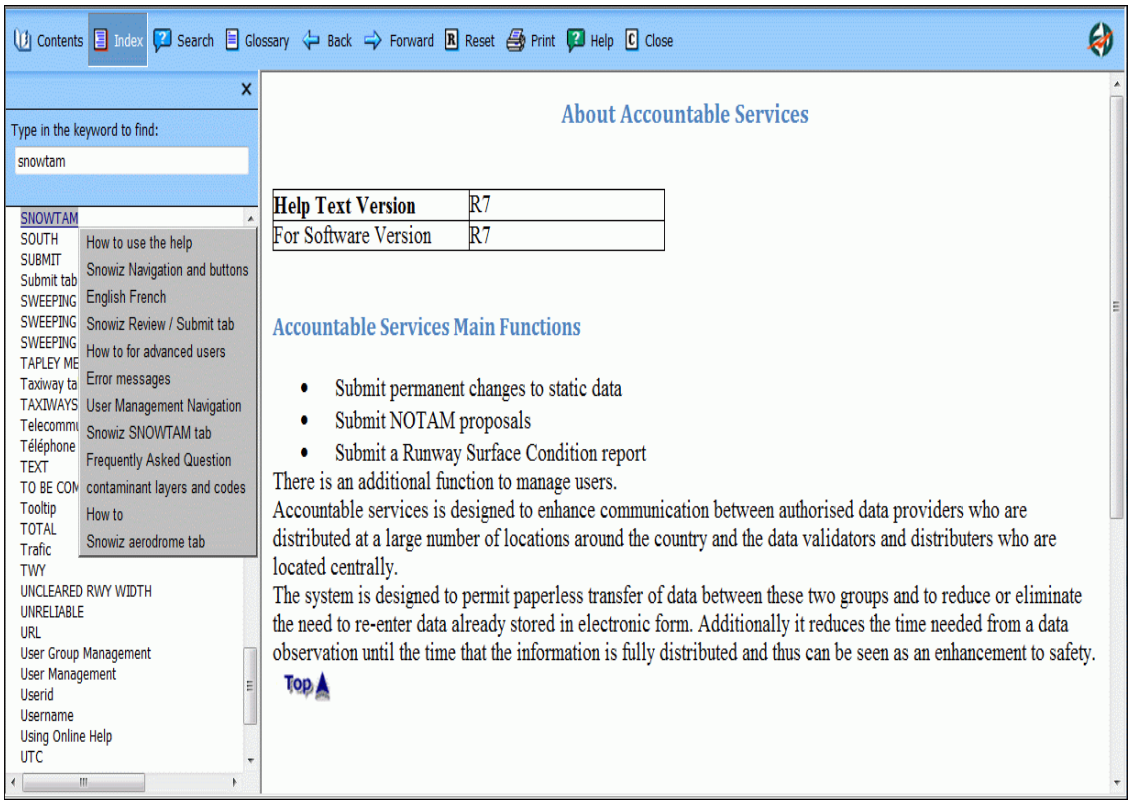
Example 1:

In the example below, the **Index** tab was clicked, *"runway"* was typed in the text field on the left, and the **Enter** key was pressed. The corresponding topic "contaminant friction ranking" opens with it's sub-keywords in the right-hand pane.



Example 2:

In the example below, the **Index** tab was clicked, *"snowtam"* was typed in the text field on the left, and the **Enter** key was pressed. The corresponding topic "about Accountable Sources" opens with it's referencing topics in the right-hand pane. This keyword is used in more than one topic; therefore all topics containing "snowtam" are displayed.


Contents
Index
Search
Glossary
Back
Forward
Reset
Print
Help
Close
Type in the keyword to find:
snowtam
SNOWTAM
SOUTH
SUBMIT
Submit tab
SWEEPING
SWEEPING
SWEEPING
TAPLEY ME
Taxiway ta
TAXIWAYS
Telecommu
Téléphone
TEXT
TO BE COM
Tooltip
TOTAL
Trafic
TWY
UNCLEARED RWY WIDTH
UNRELIABLE
URL
User Group Management
User Management
Userid
Username
Using Online Help
UTC
How to use the help
Snowiz Navigation and buttons
English French
Snowiz Review / Submit tab
How to for advanced users
Error messages
User Management Navigation
Snowiz SNOWTAM tab
Frequently Asked Question
contaminant layers and codes
How to
Snowiz aerodrome tab
About Accountable Services
Help Text Version R7
For Software Version R7
Accountable Services Main Functions
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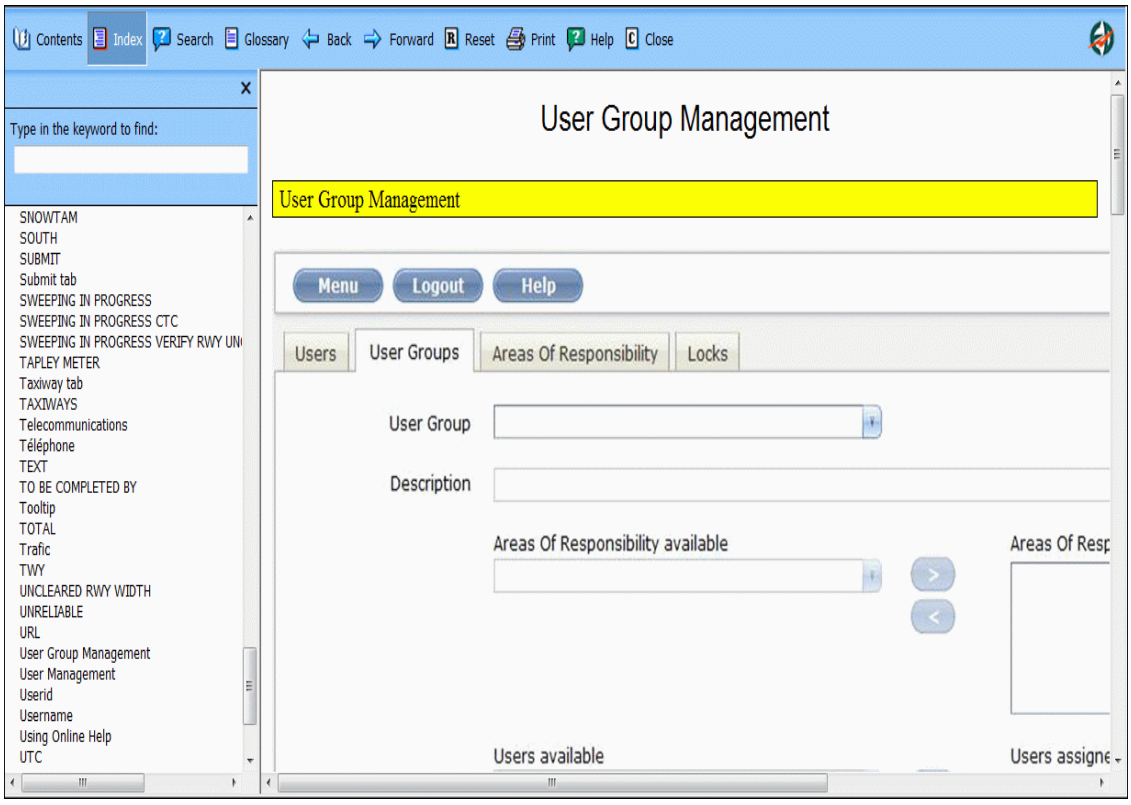
Top


Contents
Index
Search
Glossary
Back
Forward
Reset
Print
Help
Close
Type in the keyword to find:
SNOWTAM
SOUTH
SUBMIT
Submit tab
SWEEPING IN PROGRESS
SWEEPING IN PROGRESS CTC
SWEEPING IN PROGRESS VERIFY RWY UN
TAPLEY METER
Taxiway tab
TAXIWAYS
Telecommunications
Téléphone
TEXT
TO BE COMPLETED BY
Tooltip
TOTAL
Trafic
TWY
UNCLEARED RWY WIDTH
UNRELIABLE
URL
User Group Management
User Management
Userid
Username
Using Online Help
UTC
User Group Management
User Group Management
Menu
Logout
Help
Users
User Groups
Areas Of Responsibility
Locks
User Group
Description
Areas Of Responsibility available
Areas Of Resp
Users available
Users assigne

Using Search Function:

On the Toolbar, click

to display the Search function in the left navigation panel.

The full-text search function searches the online help content.

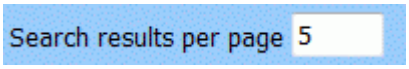
The **Search** engine searches for any words that you type in the search field.

Highlight search results

When ticked the searched text is highlighted when the topic is displayed in the right-hand pane.

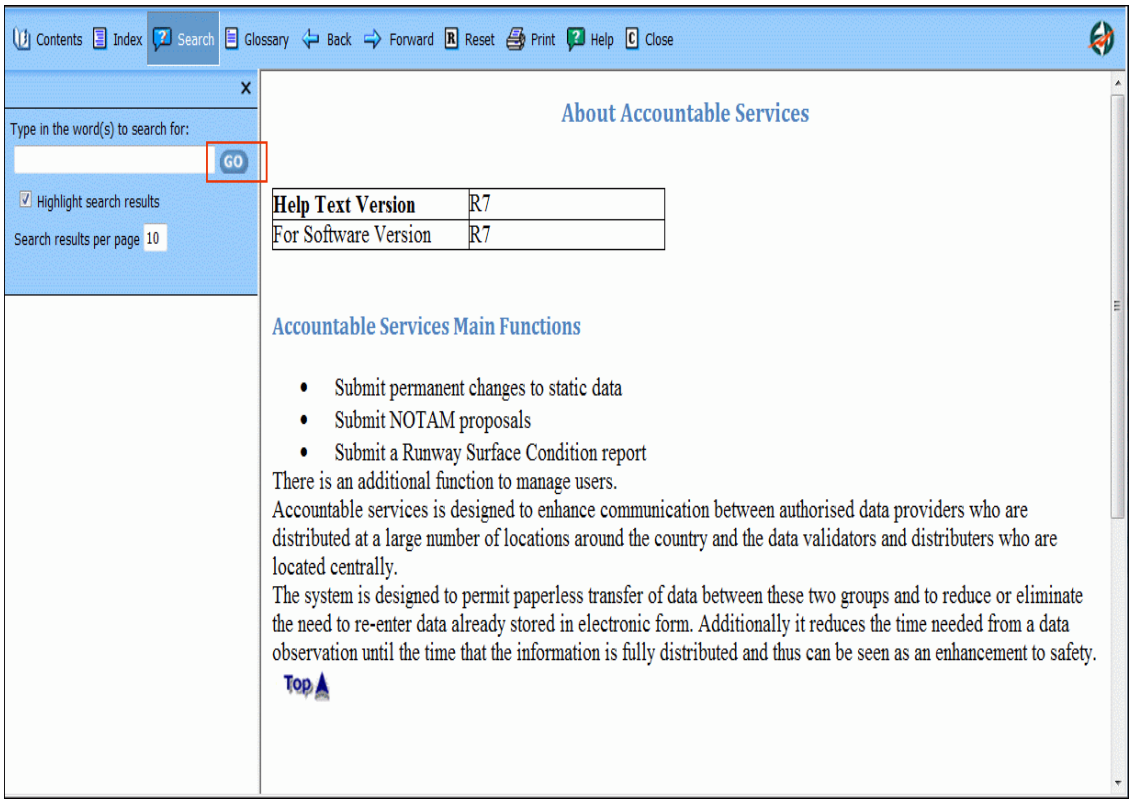
Results per page

Gives the number of results displayed in the search column. This can be Number from 1 to 99.



When you click the Go button

next to the search field, all topics that contain the search words are found and the topic titles are listed.


Contents
Index
Search
Glossary
Back
Forward
Reset
Print
Help
Close
Type in the word(s) to search for:
GO
Highlight search results
Search results per page 10
About Accountable Services
Help Text Version
R7
For Software Version
R7
Accountable Services Main Functions
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Top

Click a topic title to display the topic.

Moving between results pages

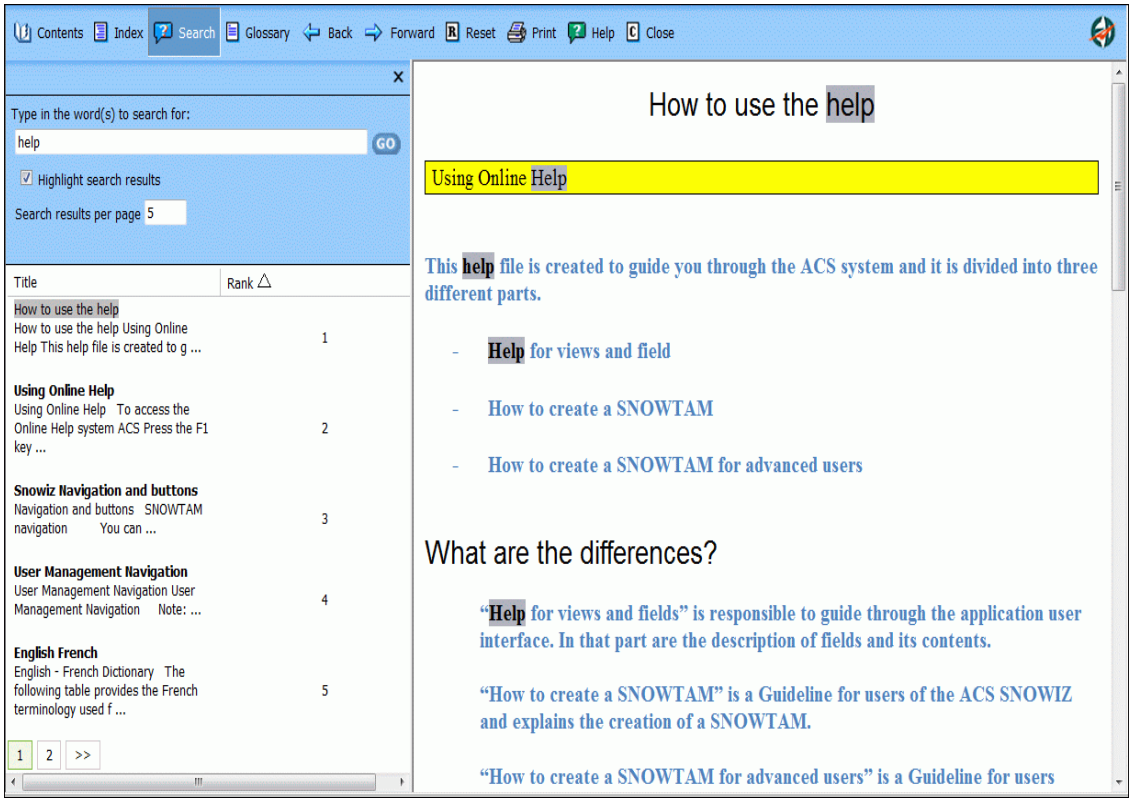
If the results are more than the number of results per page they are shown on multiple pages. These pages are shown by the buttons at the bottom of the search area.

Clicking on a number will display that page of results. Pressing the >> will show further results whilst pressing << will return to items earlier in the results list.

Example:

To find text with a full-text search:

1. Click the **Search** tab.
2. In the **text** field at the top of the tab, type the word or phrase you want to find and click the **Go** button.
3. Click the topic you want to view. The topic displays in the right pane.


Contents
Index
Search
Glossary
Back
Forward
Reset
Print
Help
Close
Type in the word(s) to search for:
help
GO
Highlight search results
Search results per page 5
Title
Rank
How to use the help
How to use the help Using Online Help This help file is created to g ...
1
Using Online Help
Using Online Help To access the Online Help system ACS Press the F1 key ...
2
Snowiz Navigation and buttons
Navigation and buttons SNOWTAM navigation You can ...
3
User Management Navigation
User Management Navigation User Management Navigation Note: ...
4
English French
English - French Dictionary The following table provides the French terminology used f ...
5
1
2
>>
How to use the help
Using Online Help
This help file is created to guide you through the ACS system and it is divided into three different parts.
- Help for views and field
- How to create a SNOWTAM
- How to create a SNOWTAM for advanced users
What are the differences?
"Help for views and fields" is responsible to guide through the application user interface. In that part are the description of fields and its contents.
"How to create a SNOWTAM" is a Guideline for users of the ACS SNOWIZ and explains the creation of a SNOWTAM.
"How to create a SNOWTAM for advanced users" is a Guideline for users

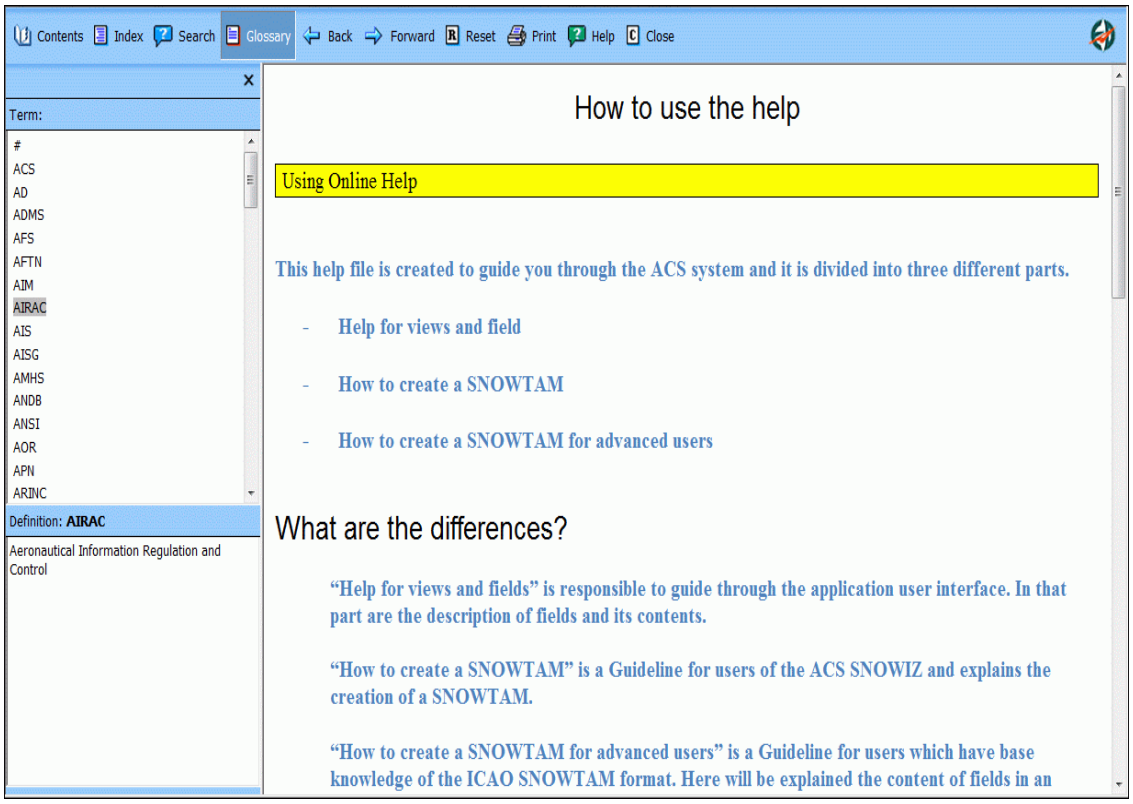
Using the Glossary:

On the toolbar, click

to display the glossary function in the left pane.

The glossary function displays the meaning of abbreviations used throughout the documentation.

When you click on a term in the left panel the definition for the selected term will be shown in the lower section of the glossary panel.


Contents
Index
Search
Glossary
Back
Forward
Reset
Print
Help
Close
Term:
#
ACS
AD
ADMS
AFS
AFTN
AIM
AIRAC
AIS
AISG
AMHS
ANDB
ANSI
AOR
APN
ARINC
Definition: AIRAC
Aeronautical Information Regulation and Control
How to use the help
Using Online Help
This help file is created to guide you through the ACS system and it is divided into three different parts.
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- How to create a SNOWTAM
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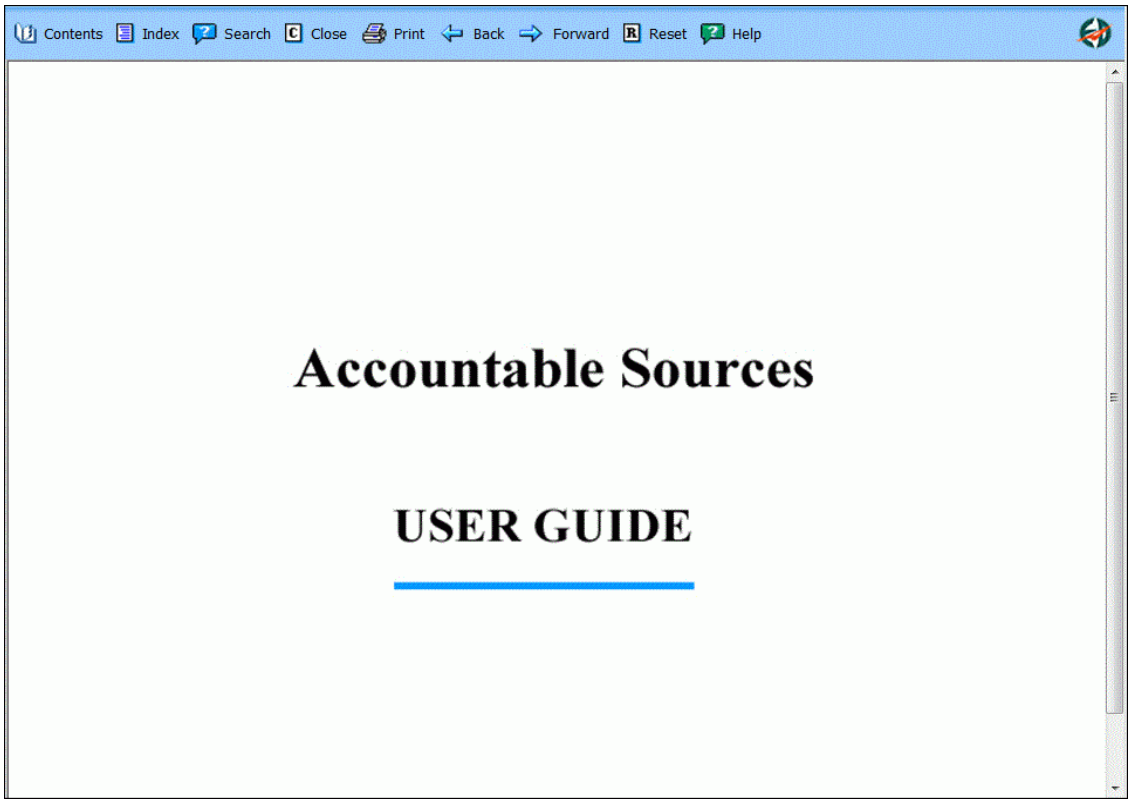
What are the differences?
"Help for views and fields" is responsible to guide through the application user interface. In that part are the description of fields and its contents.
"How to create a SNOWTAM" is a Guideline for users of the ACS SNOWIZ and explains the creation of a SNOWTAM.
"How to create a SNOWTAM for advanced users" is a Guideline for users which have base knowledge of the ICAO SNOWTAM format. Here will be explained the content of fields in an

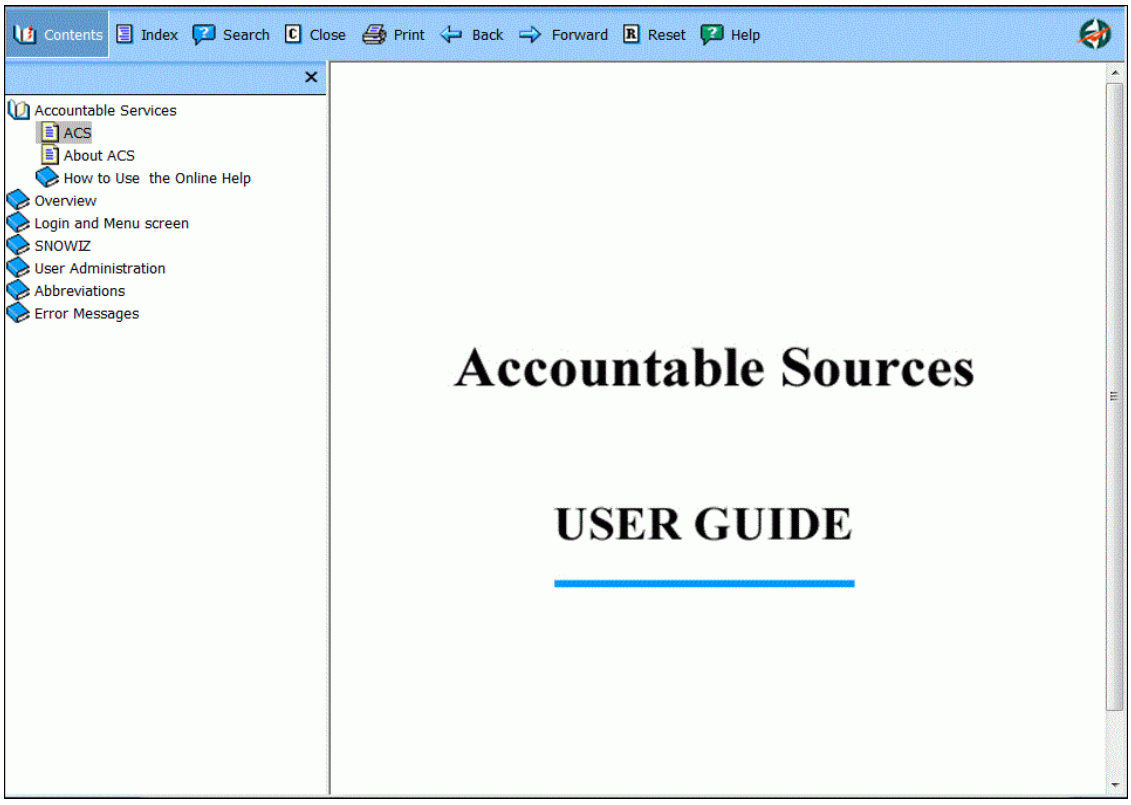
Click on a term to display its definition.

Using the Hide Function of the Navigation Bar:

Hide button: Click to hide the Navigation panel to create a larger view of topic panel.



To display the **Navigation** panel, click the **Contents**, **Index**, **Search** or **Glossary** button again.



Reference Information

English - French Dictionary

The following table provides the French terminology used for the French interface, sorted alphabetically based on the English terminology. Words in uppercase letters are used for generated NOTAMJ/SNOWTAM text whereas lowercase letters are used for labels and list of values. When a label is the same as the generated text, only the generated text is shown below.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

ENGLISH	FRENCH
About	À propos
across	En travers
ACS application selection	Sélection d'une application ACS
Administer ACS	Gestion de l'ACS
Administrator	Administrateur
aerodrome	aérodrome
ALONG CLEARED WIDTH	LE LONG DE LA LARGEUR DÉGAGÉE
ALONG INSIDE REDL	LE LONG INTÉRIEUR REDL
ALONG INSIDE RWY EDGES	LE LONG INTÉRIEUR DU BORD DE PISTE
APN	APN
April	Avril
Apron	Aire de trafic
Area code	Code régional
Areas of responsibility	Zones de responsibilités
August	Août
BARE AND DAMP	NUE ET HUMIDE
BARE AND DRY	NUE ET SECHE
BARE AND WET	NUE ET MOUILLEE
Bowmonk	Bowmonk
CANCEL	ANNULER
CANCELLED	ANNULE
CENTRE	CENTRE
Change password	Modification du mot de passe
CHEM	CHEM
CL	CL

CLEARED SURFACE	LARGEUR DÉGAGÉE
CLEARING EXP TO START AT	DEBLAIEMENT PREVU DEBUTER A
CLEARING IN PROGRESS	DEBLAIEMENT EN COURS
CLEARING IN PROGRESS CTC	DEBLAIEMENT EN COURS CTC
CLEARING IN PROGRESS VERIFY RWY UNOBSTRUCTED PRIOR TO LDG	DEBLAIEMENT EN COURS VERIFIEZ RWY LIBRE D'OBST AVANT DE SE POSER
coefficient	coefficient
COMMENT	REMARQUE
COMPACTED SN	SN DURCIE
COMPACTED SN GRVL MIX	MELANGE SN DURCIE /GRVL
COMPACTED SN PATCHES	PLAQUES DE SN DURCIE
COMPACTED SNOW	NEIGE DURCIE
Condition	Condition
CONDITIONS CHANGING RAPIDLY	CONDITIONS CHANGENT RAPIDEMENT
contaminants	contaminants
coverage	recouvrement
create snowtam	créer snowtam
CRFI	CRFI
CTC OPR	CTC OPR
Date	Date
Day	Jour
Decelerometer (tes)	Decelerometre (tes)
December	Décembre
Deposit	Contam.
Depth	Épaisseur
Distance from edge	Distance du bord
DRY SN	SN SECHE
dry snow	neige sèche
EAST	EST
English	Français
February	Février
Field	Champ de saisie
FREQ	FREQ
Frequency	Fréquence
Friction	Frottement
From	De
FROST	GIVRE
FT	FT
Full	Pleine
GRADED	NIVELEE

Group administrator	Administrateur du groupe
Height	Hauteur
Help	Aide
HHmm	Hhmm
ICE	GLACE
Ice control agent	Agent de contrôle de la glace
ICE PATCHES	PLAQUES DE GLACE
INS	INS
James decelerometer	Decelerometre james
January	Janvier
July	Juillet
June	Juin
Language	Langue
Language preference	Langue de preference
Len	Long
Location	Emplacement
Locks	Verrouillage
Login	Débuter la session
Logout	Quitter
March	Mars
May	Mai
Measurement device	Appareil de mesure
Menu	Menu
Month	Mois
Navigation tree	Arbre de navigation
New	Nouveau
NEXT OBS SKED FOR	PROCHAINE OBS SKED POUR
Next planned observation	Prochaine observation prévue
No existing retained snowtam	Aucun snowtam en vigueur ou en mémoire
No winter maintenance	Aucun entretien l'hiver
NORTH	NORD
november	novembre
obs	obs
OBSC REDL	REDL OBSC
Obscured lights	Feux obscurcis
October	Octobre
Offset	Décalage
Opr contacts:	Opr contacts:
Other conditions	Autres conditions
PACKING IN PROGRESS	DAMAGE EN COURS
PACKING IN PROGRESS CTC	DAMAGE EN COURS CTC
PACKING IN PROGRESS VERIFY	DAMAGE EN COURS VERIFIEZ RWY

RWY UNOBSTRUCTED PRIOR TO LDG	LIBRE D'OBST AVANT DE SE POSER
Partial	Partiel
PARTIALLY OBSC	PARTIELLEMENT OBSC
PCT (PERCENT)	PCT (POUR CENT)
PLEASE SELECT YOUR TASK	Veuillez choisir une application
Proceed	Procéder
REDL	REDL
REMAINING WID	WID RESTANTE
Retained snowtam	Snowtam en mémoire
Return to acs login	Retourner à acs login
Review/submit (button)	Réviser/ soumettre
RMK:	RMK:
Runway	Piste
RWY COND CHANGING RAPIDLY	COND DE RWY CHANGENT RAPIDEMENT
Rwy ident	Ident. Piste
SAND	SABLE
Save	Sauvegarder
September	Septembre
Session logs	Rapports de sessions
Side	Côté
Slush	Neige fondante
SLUSH	SN FONDANTE
Slush on ice	Neige fondante sur glace
SLUSH ON ICE	SN FONDANTE SUR GLACE
SN BANK	BANC DE SN
SN DRIFT	CONGÈRES
Snow bank	Banc de neige
SNOW DRIFT	CONGÈRES
Snow patches	Plaques de neige
SNOWTAM	SNOWTAM
SOUTH	SUD
STANDING WATER	EAU STAGNANTE
Submit	Soumettre
Submit a NOTAM proposal	Soumettre une demande de NOTAM
Submit a runway surface conditions report	Soumettre un compte-rendu de l’état de la surface (RSC)
Submit permanent changes to static data	Soumettre un changement permanent aux données aéronautiques
SWEEPING IN PROGRESS	BALAYAGE EN COURS
SWEEPING IN PROGRESS CTC	BALAYAGE EN COURS CTC
SWEEPING IN PROGRESS VERIFY	BALAYAGE EN COURS VERIFIEZ

RWY UNOBSTRUCTED PRIOR TO LDG	RWY LIBRE D'OBST AVANT DE SE POSER
Tapley Meter (TAP)	Tapleymetre (TAP)
Taxiway (tab)	Voies de circulation
Tel	Tel
Temperature	Température
THR	THR
Time	Heure
TO BE CLRD BY	DEVRAIT ETRE COMPLETE D'ICI
To comp. By	Complété d'ici
To start at	Début vers
TOTAL	TOTALE
TRACE	TRACE
Treatment	Traitement
TWY	TWY
Uncleared	Largeur restante
Unreliable	Non fiable
UREA	UREE
User group	Groupes d'usagers
Users	Usagers
UTC	UTC
VERIFY RWY UNOBSTRUCTED PRIOR TO LDG	VERIFIEZ RWY LIBRE D'OBST AVANT DE SE POSER
WEST	OUEST
WET ICE	GLACE MOUILLÉE
WET SN	SN MOUILLEE
Wet snow	Neige mouillée
WID	WID
Width	Largeur
WINDROW	ANDAINS
Year	Année
YYMMDDYHHMM	AAMMJJHHMM

Top

French - English Dictionary

The following table provides the English terminology used for the French interface, sorted alphabetically based on the French terminology. Words in uppercase letters are

used for generated NOTAMJ/SNOWTAM text whereas lowercase letters are used for labels and list of values. When a label is the same as the generated text, only the generated text is shown below.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

FRENCH	ENGLISH
À propos	About
AAMMJJHHMM	YYMMDDYHHMM
Administrateur	Administrator
Administrateur du groupe	Group administrator
aérodrome	aerodrome
Agent de contrôle de la glace	Ice control agent
Aide	Help
Aire de trafic	Apron
ANDAINS	WINDROW
Année	Year
ANNULE	CANCELLED
ANNULER	CANCEL
Août	August
APN	APN
Appareil de mesure	Measurement device
Arbre de navigation	Navigation tree
Aucun entretien l'hiver	No winter maintenance
Aucun snowtam en vigueur ou en mémoire	No existing retained snowtam
Autres conditions	Other conditions
Avril	April
BALAYAGE EN COURS	SWEEPING IN PROGRESS
BALAYAGE EN COURS CTC	SWEEPING IN PROGRESS CTC
BALAYAGE EN COURS VERIFIEZ RWY LIBRE D'OBST AVANT DE SE POSER	SWEEPING IN PROGRESS VERIFY RWY UNOBSTRUCTED PRIOR TO LDG
Banc de neige	Snow bank
BANC DE SN	SN BANK
Bowmonk	Bowmonk
CENTRE	CENTRE
Champ de saisie	Field
CHEM	CHEM
CL	CL
Code régional	Area code
coefficient	coefficient

Complété d'ici	To comp. By
COND DE RWY CHANGENT RAPIDEMENT	RWY COND CHANGING RAPIDLY
Condition	Condition
CONDITIONS CHANGENT RAPIDEMENT	CONDITIONS CHANGING RAPIDLY
CONGÈRES	SN DRIFT
CONGÈRES	SNOW DRIFT
Contam.	Deposit
contaminants	contaminants
Côté	Side
créer snowtam	create snowtam
CRFI	CRFI
CTC OPR	CTC OPR
DAMAGE EN COURS	PACKING IN PROGRESS
DAMAGE EN COURS CTC	PACKING IN PROGRESS CTC
DAMAGE EN COURS VERIFIEZ RWY LIBRE D'OBST AVANT DE SE POSER	PACKING IN PROGRESS VERIFY RWY UNOBSTRUCTED PRIOR TO LDG
Date	Date
De	From
DEBLAIEMENT EN COURS	CLEARING IN PROGRESS
DEBLAIEMENT EN COURS CTC	CLEARING IN PROGRESS CTC
DEBLAIEMENT EN COURS VERIFIEZ RWY LIBRE D'OBST AVANT DE SE POSER	CLEARING IN PROGRESS VERIFY RWY UNOBSTRUCTED PRIOR TO LDG
DEBLAIEMENT PREVU DEBUTER A	CLEARING EXP TO START AT
Début vers	To start at
Débuter la session	Login
Décalage	Offset
Decelerometre (tes)	Decelerometer (tes)
Decelerometre james	James decelerometer
Décembre	December
DEVRAIT ETRE COMPLETE D’ICI	TO BE CLRD BY
Distance du bord	Distance from edge
EAU STAGNANTE	STANDING WATER
Emplacement	Location
en travers	across
Épaisseur	Depth
EST	EAST
Feux obscurcis	Obscured lights
Février	February
Français	English

FREQ	FREQ
Fréquence	Frequency
Frottement	Friction
FT	FT
Gestion de l’ACS	Administer ACS
GIVRE	FROST
GLACE	ICE
GLACE MOUILLÉE	WET ICE
Groupes d’usagers	User group
Hauteur	Height
Heure	Time
Hhmm	HHmm
Ident. Piste	Rwy ident
INS	INS
Janvier	January
Jour	Day
Juillet	July
Juin	June
Langue	Language
Langue de preference	Language preference
Largeur	Width
LARGEUR DÉGAGÉE	CLEARED SURFACE
Largeur restante	Uncleared
LE LONG DE LA LARGEUR DÉGAGÉE	ALONG CLEARED WIDTH
LE LONG INTÉRIEUR DU BORD DE PISTE	ALONG INSIDE RWY EDGES
LE LONG INTÉRIEUR REDL	ALONG INSIDE REDL
Long	Len
Mai	May
Mars	March
MELANGE SN DURCIE GRVL	COMPACTED SN GRVL MIX
Menu	Menu
Modification du mot de passe	Change password
Mois	Month
NEIGE DURCIE	COMPACTED SNOW
Neige fondante	Slush
Neige fondante sur glace	Slush on ice
Neige mouillée	Wet snow
neige sèche	dry snow
NIVELEE	GRADED
Non fiable	Unreliable
NORD	NORTH

Nouveau	New
novembre	november
NUE ET HUMIDE	BARE AND DAMP
NUE ET MOUILLEE	BARE AND WET
NUE ET SECHE	BARE AND DRY
obs	obs
Octobre	October
Opr contacts:	Opr contacts:
OUEST	WEST
Partiel	Partial
PARTIELLEMENT OBSC	PARTIALLY OBSC
PCT (POUR CENT)	PCT (PERCENT)
Piste	Runway
PLAQUES DE GLACE	ICE PATCHES
Plaques de neige	Snow patches
PLAQUES DE SN DURCIE	COMPACTED SN PATCHES
Pleine	Full
Procéder	Proceed
PROCHAINE OBS SKED POUR	NEXT OBS SKED FOR
Prochaine observation prévue	Next planned observation
Quitter	Logout
Rapports de sessions	Session logs
recouvrement	coverage
REDL	REDL
REDL OBSC	OBSC REDL
REMARQUE	
Retourner à acs login	Return to acs login
Réviser/ soumettre	Review/submit (button)
RMK:	RMK:
SABLE	SAND
Sauvegarder	Save
Sélection d’une application ACS	ACS application selection
Septembre	September
SN DURCIE	COMPACTED SN
SN FONDANTE	SLUSH
SN FONDANTE SUR GLACE	SLUSH ON ICE
SN MOUILLEE	WET SN
SN SECHE	DRY SN
SNOWTAM	SNOWTAM
SNOWTAM en mémoire	Retained SNOWTAM
Soumettre	Submit
Soumettre un changement permanent aux	Submit permanent changes to static data

données aéronautiques	
Soumettre un compte-rendu de l'état de la surface (RSC)	Submit a runway surface conditions report
Soumettre une demande de NOTAM	Submit a NOTAM proposal
SUD	SOUTH
Tapleymetre (TAP)	Tapley Meter (TAP)
Tel	Tel
Température	Temperature
THR	THR
TOTALE	TOTAL
TRACE	TRACE
Traitement	Treatment
TWY	TWY
UREE	UREA
Usagers	Users
UTC	UTC
VERIFIEZ RWY LIBRE D'OBST AVANT DE SE POSER	VERIFY RWY UNOBSTRUCTED PRIOR TO LDG
Verrouillage	Locks
Veuillez choisir une application	PLEASE SELECT YOUR TASK
Voies de circulation	Taxiway (tab)
WID	WID
WID RESTANTE	REMAINING WID
Zones de responsibilités	Areas of responsibility

Error Messages

Note:

The following is a list of errors in HMI of SNOWiz. All information in brackets should be set with dynamic data in accordance
with the user entries.
Please use also Frequently Asked Question for further question about other possible actions.

Error Code	Error Description	Explanation	Solution	Referred to topic

Error Code	Error Description	Explanation	Solution	Referred to topic
00001	An error has occurred. Please Contact NAV CANADA customer service for further assistance.	A generic error occurred	Please Contact NAV CANADA customer service	
00002	The Aerodrome is locked by another user! Please contact your group administrator or NAV CANADA customer service.	An Aerodrome can only be updated by one user at a time. Another User is already signed in updating that Aerodrome.	Please contact your group administrator or NAV CANADA customer service to unlock the aerodrome, if the error happens for more than 60 minutes.	
00003	System error occurred. Please contact NAV CANADA customer service.	A generic error occurred.	Please Contact NAV CANADA customer service.	
00004	SNOWiz cannot process a SNOWTAM for aerodrome {aerodromeCodeId}. {reason} Please Contact NAV CANADA customer service.	A generic error occurred. Most common cause is missing Static Data or Initialization Data.	If you are not able to do your work, contact NAV CANADA customer service.	
01001	Five successive failures to log in will disable the userid which will require NAV CANADA Customer Services action to re-enable. Please contact NAV CANADA Customer Services for assistance.	The User is blocked due submitting an incorrect User name/Password combination more than 5 times.	Please contact the NAV CANADA customer service.	
01002	Your user account is disabled. Please contact NAV CANADA customer service for further assistance.	Your account is disabled.	Please contact NAV CANADA customer service.	Login Page
01003	The user name or password is wrong.	A wrong username password	Make sure both user name and	Login Page

Error Code	Error Description	Explanation	Solution	Referred to topic
		combination is submitted.	password are correct and try again. NOTE: The account will be blocked after 5 incorrect attempts to login.	
01004	Your user account has no access to any application. Please contact your group administrator for further assistance.	The group rights for the given user are not set.	Contact your group administrator.	Login Page
01005	There is a user session registered for this user already. You may not log in twice at the same time.	The user is still logged in or another person with the same credentials has logged in.	If you are the only user please contact your group administrator or NAV CANADA customer service.	Login Page
01006	You could not be logged in. Please contact NAV CANADA customer service for further assistance.	A generic error occurred	Please contact NAV CANADA customer service.	Login Page
01007	Password is required.	Password is required.	Enter a valid password into the marked field.	Login Page
01008	User name is required.	User name is required.	Enter a valid user name into the marked field.	Login Page
01009	Your ACS session has expired.	The User session is automatically terminated (user is logged out) after 60 minutes.	Log in again with your user credentials.	Login Page

Error Code	Error Description	Explanation	Solution	Referred to topic
01010	You have been logged out by an administrator. For NAV CANADA Customer Services call 1-800-876-4693 Monday to Friday 0800 to 1800 Eastern Time.	The administrator logged you out of the system.	You ,ay have been out of the system for technical work on the system. Contact NAV CANADA Customer service.	Login Page
01011	You are not assigned to any ACS User Group.	Your account is not fully configured.	Contact your group administrator or NAV CANADA customer service.	
01012	You do not have any aerodrome assigned.	Your account is not fully configured.	Contact your group administrator or NAV CANADA customer service.	
30001	Please use only ICAO compliant characters.	The given text contains an illegal character.	Please check the text and change the character.	
30002	Illegal word [{illegalWord}] in text. Please correct your input.	The given text contains an illegal word.	Please check the text and change the word.	
32001	The telephone area code must be three digits without leading zeros	The telephone area code can't start with 0 and has to be at least 3 digits.	Check the telephone area code and correct it.	
32002	The telephone extension must be up to five digits without leading zeros	The telephone extension can’t start with a 0 and cannot exceed 5 digits.	Check the telephone extension and correct it.	
32003	The first part of the telephone number must be three digits without leading zeros	The first part of the telephone number can't start with 0 and	Check the first part of the telephone number and correct it.	

Error Code	Error Description	Explanation	Solution	Referred to topic
		must have 3 digits.		
32004	The second part of the telephone number must be four digits	The second part of the telephone number must have 4 digits.	Check the second part of the telephone number and correct it.	
32005	All runways are set to "No Winter Maintenance". For a SNOWTAM, you have to provide conditions for at least one runway."	All existing runways are set to "No Winter Maintenance".	There has to be at least one runway with information about the runway condition state.	No Winter Maintenance
32006	Invalid RSC input for the runway {designatorOfInvalidRunway}: {validationIssuesAsString}.	The input in Runway Surface Conditions is not consistent.	Please check the input in Runway Surface conditions.	
32007	The latest RSC observation time is prior to 24 hours ago. The runway with latest RSC observation is {rwyDesignator}, with the OBS time {observationTime}.	At least one Runway has to be set to a valid observation time (within 24 hours).	Please check the observation time for all possible Runways.	
32009	The SNOWTAM could not be cancelled as there was not an active SNOWTAM found in the system.	There isn't an active SNOWTAM that can be cancelled. Last SNOWTAM was submitted more than 24 hours ago.	None.	
32012	The ${language} version of generated SNOWTAM text exceeds the ${maxLength} characters limit of the AFTN system.\nPlease reduce the size of TWY, APN, or comment free text.\nLength of the SNOWTAM text is ${length} and lengths of its	The length of a SNOWTAM exceeds the allowed number of characters (~1800).	Please check given information in SNOWTAM Proposal. Consider ways to	

Error Code	Error Description	Explanation	Solution	Referred to topic
	free text portions are: TWY: ${twyTextLength}, APN: ${apnTextLength}, Contaminant Comments: ${contaminantCommentLength}, Planned Clearing Comments: ${clearancePlanCommentLength}, Other Conditions Comments: ${otherConditionsCommentLength}.		combine or abbreviate information that will be relevant for use by the pilot.	
32013	The SNOWTAM has been created but the system could not guarantee that the SNOWTAM has been disseminated. Please contact NAV CANADA Customer Service.	The system wasn't able to submit the SNOWTAM in time.	Please contact your group administrator or NAV CANADA Customer Service.	
32014	The following runways have no RSC information:	There is a runway without any information about surface condition.	Please check all runways of the aerodrome to be sure that RSC information is given for all maintained runways.	
32015	Next Planned OBS Date/Time must be after current time.	The next planned observation time is not in the future.	Correct the next planned observation timeto be in the future relative to current UTC Time.	Next Planned Observation Time
32022	Provide the radio frequency in the format 123 or 123.4 or 123.45 or 123.456	The Contact Frequency format isn't correct.	Please correct the frequency value and format.	Frequency
32023	The type of comment which has been chosen requires Telephone or/and Frequency to be provided.	All comments in planned clearing with CTC must include a	Insert a telephone number and/or frequency for	Planned Clearing

Error Code	Error Description	Explanation	Solution	Referred to topic
		telephone number and/or frequency.	the planned clearing comment.	
32024	Planned Clearing width entered is less than established cleared runway width.	The Planned Clearing width is expected to be at least as much as the established cleared runway width.	Either enter a Planned Clearing width exceeding the established cleared runway width, or TOTAL, or do not report Planned Clearance.	
32025	Planned Clearance Plan StartAt Time is less than 30 minutes after Runway RSC Observation Time.	The planned clearing start time is less than 30 minutes in the future.	Correct the planned clearance Start At time to be at least 30 minutes after this runway's RSC Observation Time.	Planned Clearing
32026	Form section 'Cleared Surface' is required.	There is no input in the Cleared Surface section.	Please complete the Cleared Surface sectionwith valid data.	
32027	Do not report the same contaminant twice.	A contaminant is reported more than once.	Delete the duplicate contaminant or choose a different contaminant.	Contaminant, Planned Clearing
32028	CRFI observation time for runway ${runway} should not be more than 1 hour different from the Cleared Surface Observation Time.	The given CRFI Observation time is more than one hour different from the runway	Either acknowledge the warning and ignore it or correct the CRFI time.	CRFI

Error Code	Error Description	Explanation	Solution	Referred to topic
		surface observation time.		
32029	CRFI observation time cannot be in future.	The CRFI observation time can't be in the future.	Correct the CRFI Observation time to be in the past relative to currrent UTC time.	CRFI
32030	CRFI observation time is prior to 24 hours ago.	The CRFI observation time can't be more than 24 hours in the past.	Correct the value for the CRFI observation time or do not provide CRFI information.	CRFI
32031	Input of the form is invalid.	Generic error the field context isn't correct.	Please check the text field and/or context.	
32032	Both obscured lights values have the same setting for PARTIAL. Please select [BothSides] in the first dropdown.	Both obscured lights have the same condition.	Select only one combobox with east and west, or north and south, and the choice of partial or not.	
32033	Cleared surface observation time cannot be in future.	The cleared surface observation time can't be in the future.	Correct the Cleared Surface Observation time to be before the current UTC time displayed in the top right corner.	
32034	Runway dimensions have not been initialized.	The static data for the aerodrome is not correctly	Please logout and login and check if it happens	

Error Code	Error Description	Explanation	Solution	Referred to topic
		set.	again. Iaffirmative so, contact your group administrator or NAV CANADA Customer Service.	
32035	No Winter Maintenance selected but RSC not cleared.			
32036	Uncleared portion must be empty when RWY fully cleared.			
32037	The provided Planned Clearing width should exceed the Cleared width.	The Planned Clearing width entered is not greater than the width declared cleared in the Cleared surface.	Correct the Planned Clearing width to exceed the cleared surface width or ignore warning.	
32038	Planned Clearance time must be within the next 24 hours from Cleared Surface Observation Time.	Planned Clearance is more than 24 hours after runway's cleared surface observation time.	Correct the Planned Clearance to be less than 24 hours after runway's cleared surface observation time.	
32039	The percentages of contaminants coverage in the cleared portion do not add up to 100%.	The total cleared surface contamination coverage is less than 100%.	Correct the cleared surface contaminatio n coverage to total 100%.	
32040	Cleared surface area defined by offsets is empty.			
32041	The percentages of contaminants coverage in the uncleared portion do not add up to 100%.	The total uncleared portion contamination coverage is less than	Correct the uncleared portion contaminatio n coverage to total 100%.	

Error Code	Error Description	Explanation	Solution	Referred to topic
		100%.		
40001	Input of '{label}' is not valid: {details}.	The field with {label} has to be filled with a valid value.	Correct the field value.	
40002	Form section '{label}' is required.	The Form section with name {label} isn't filled with data.	Please check the Form section and fill out missing data.	
40003	Value of '{label}' is not in range.	A range is defined for the field but the value in the field isn't in that range.	Please check the Field and change the value to a correct entry.	
40004	Provide the time in the format hh:mm.	The inserted time isn't correct.	Please change the time format to HH:MM.	
40005	Please provide your comment in both languages.	Comments have been entered in only one language. At designated bilingual sites, any comments entered are required in both French and English.	Please provide a comment for the missing language.	
40006	'{label}' is required.	The shown {label} field is missing.	Fill in valid data into the field.	
40007	'{input}' is not a valid {}.	The entered input text cannot be parsed and converted into the required type. For example, frequency value entered into a field is a decimal	Fill in correctly formatted text that can be parsed and converted to the required type.	

Error Code	Error Description	Explanation	Solution	Referred to topic
		number with defined range and maximum number of fractional digits.		
42001	Provide the email addresses in a row, do not leave entries empty in between.	The email address has to be entered.	Please fill in a valid email address.	
42003	Provide the phone numbers in a row, do not leave entries empty in between.	The telephone number has to be entered.	Fill in a valid telephone number.	
42004	There is an ACS user with given name already.	A given user name can only be used once.	Please choose another user name.	
42005	There is an ADMS user with given name for a different organization already.			
42006	Make sure you retype the new password correctly.	The second new password isn't the same as the first.	Type in the correct new passwords in both fields	
42007	The new password does not meet the required format.	The inserted new password isn't compatible with the security guideline.	Insert a correct password - it has to be 5-20 characters and/or digits.	
42008	The old password provided does not match your stored password.	The inserted old password isn't correct.	Insert the correct old password into the field.	
44001	The Uncleared section data has been discarded as the cleared width is FULL.			

Frequently Asked Questions

Note:

Also refer to the chapter about error messages for problems/answers in accordance to your question.

Question	Answer
SNOWiz is doing nothing and displays the message "Network Timeout"	Sometimes, if the internet connection is lost it is possible you will get a browser message. Check your internet connection. Note that sometimes the user could be locked, if that happens contact your SNOWiz Group Administrator or the Administrator.
I can't login	Check you are using the correct user name and password, Check and correct your browser settings If the failure persists contact your SNOWiz Group Administrator or Administrator.
I got a message "<text> is longer than the maximum of 1800 characters". What does it means?	SNOWiz uses the ICAO standard that describes a SNOWTAM/NOTAMJ can't be longer than 1800 characters for a complete message. Try to shorten the text by using ICAO approved abbreviations (as listed in ICAO DOC 8400)
I got a message "System error occurred. Please contact your system administrator" after submitting a SNOWTAM/NOTAMJ.	The message has not been sent due to a failure. Try to resend it and if the failure persists contact your SNOWiz Group Administrator or Administrator.
What does "Please use only ICAO compliant characters." mean?	For transmission it is recommended to use ICAO compliant characters including the letters ABCDEFGHIJKLMNOPQRSTUVWXYZ, figures like 1234567890 and the characters - ? : ( ) . , ' = / + . Try removing all unusual characters and signs
I got a failure message with detailed text "The user name or password is wrong"	You are using the wrong combination of username and password. Either the user name or password or both are incorrect. Which one is wrong, is not specified for security reasons. Try the correct combination. Be careful because after 5 successive failures you will be locked out of the system.
I got a failure message with detailed text "Your user account is disabled. Please contact NAV CANADA customer service for further assistance."	Contact a NAV CANADA Administrator.
Why are some fields not validated at the time of input?	This is the correct behavior of the system. These messages only appear when you leave the screen or move to a different tab view.

	All missing or erroneous fields on the actual screen will be marked and a message will be shown ONLY when you leave the screen or move to a different tab view.
I can't insert values because the field is light grey.	These fields are disabled because entry isn't allowed or required in combination with other data already entered. Sometimes you need to activate a check box to enable the entry.
I would like to change my password.	That is possible after login, select "Change Password" in the menu and insert the old password and after that the new password two times. After save and logout it will be possible to use the new password.
The wait dialog is shown more than 5 minutes.	Sometimes if an internet connection is lost or if the server is busy, it can be that the browser doesn't recognize the latest action. In that case press refresh and check your last entries/submissions. If the problem persists, or happens regularly, contact the administrator and give them information on the circumstances when this occurs.
I got an error message and I don't understand the message.	Take a look at the chapter on Error Messages to find out what happened. If you have further question or problems with such a message ask also your group administrator for detailed information.
SNOWiz does not display properly if I use Internet Explorer.	Version 8 or above is required for Internet Explorer.
I am unable to view the tool tips.	Tool tips can be disabled/enabled in the user management "Administer ACS". Ensure the box "HMI Tool tips" is checked.
I closed the browser and now I can't log in.	Closing the browser (Internet Explorer or Firefox) does not log you out. Contact the NAV CANADA Customer service to unlock your session.

Contaminant Friction Ranking

The following table ranks the contaminants in order of friction from worst (1) to best (24) for purposes of choosing dominant contaminant in Item F).

Ranking	**Contaminant**
1	Standing water over ice
2	Wet ice

3	Ice
4	Ice patches (40-90% coverage)
5	Slush over ice
6	Wet snow over ice (less than 25mm/ 1 inch)
7	Dry snow over ice (less than 3mm/ 0.13 inch)
8	Wet snow over ice (25mm/ 1 inch and above)
9	Dry snow over ice (3mm/ 0.13 inch and above)
10	Frost
11	Dry snow over compacted snow
12	Slush
13	Standing water
14	Frozen ridges
15	Ice patches (30% coverage or less)
16	Snow drifts
17	Wet snow
18	Compacted snow
19	Compacted snow patches
20	Compacted snow gravel mix
21	Dry snow
22	Bare and wet
23	Bare and damp
24	Bare and dry

The table below gives specific contaminant definitions.

Contaminant	**Description**
Bare and damp	A surface condition that appears wet, but where the moisture cannot be readily detected
Bare and dry	A surface condition that is not damp or wet, and has no observed contaminant
Bare and wet	A surface condition where there is a thin layer of water and the layer is 3mm (0.13 inch) or less in depth
Compacted snow	Snow compressed into a solid mass that resists further compression and holds together or breaks up into lumps if picked up
Dry snow	Snow that is neither compacted on nor bonded to a surface, including fresh fallen or old standing dry snow. If compacted by hand, dry snow falls apart upon release.
Frost	Ice crystals formed from airborne moisture that has condenses on a surface whose temperature is below 0˚C
Frozen ridges	Rough uneven ice surface like frozen ripples
Ice	Water that has frozen on a surface and includes the condition commonly known as “black ice” and the condition where compacted snow has turned into a polish ice surface
Slush	Partially melted snow or ice, with a high water content, from which water can readily flow. Slush displaces with a splatter

	with a heel-and-toe slap down motion against the ground
Snow drift	A heap or mound of snow created by action of the wind. Snow drifts resemble sand dunes and are formed in a similar manner, namely, by wind moving light snow and depositing it when the wind is slowed, usually against a stationary object. Snow normally crests and slopes off toward the surface on the windward side of a large object. On the leeward side, areas near the object are a bit lower that surrounding areas, but generally flatter.
Standing water	Water having a depth of more that 3 mm (0.13 inch)
Wet ice	Ice covered with a thin film of water
Wet snow	Snow that sticks together to form a snowball but does not readily allows water to flow from it when compressed by hand

See also in "What does it mean?" for the graphical definitions.

Contaminant Layers and Codes

The tables below define the valid contaminant combinations of layers applicable to a runway RSC.
Column 1 is the code for the F) field of the SNOWTAM.
Column 2 is the corresponding Pull down menu selection for English.
Column 3 is the text which will be inserted into the runway's RSC in the SNOWTAM T) field text for English.
Column 4 is the corresponding Pull down menu selection for French.
Column 5 is the text which will be inserted into the runway's RSC in the SNOWTAM T) field text for French.
If column 6 contains a check mark then depth is required for this contaminant combination.

Contaminant Layers and Codes

Code	**Contaminant Layers Pull-down Menu Value English**	**Generated Text English**	**Contaminant Layers Pull-down Menu Value French**	**Generated Text French**	**Depth Required**
NIL	BARE AND DRY	BARE AND DRY	NUE ET SÈCHE	NUE ET SECHE	
1	BARE AND DAMP	BARE AND DAMP	NUE ET HUMIDE	NUE ET HUMIDE	
2	BARE AND WET	BARE AND WET	NUE ET MOU ILLÉE	NUE ET MOUILLEE	
2	STANDING WATER	STANDING WATER	EAU STAGNANTE	EAU STAGNANTE	√
3	FROST	FROST	GIVRE	GIVRE	
4	DRY SNOW	DRY SN	NEIGE SÈCHE	SN SECHE	√
5	WET SNOW	WET SN	NEIGE MOU ILLÉE	SN MOUILLEE	√
6	SLUSH	SLUSH	NEIGE FONDANTE	SN FONDANTE	√
7	ICE	ICE	GLACE	GLACE	
7	ICE PATCHES	ICE PATCHES	PLAQUES DE GLACE	PLAQUES DE GLACE	
8	COMPACTED SNOW	COMPACTED SN	NEIGE DURCIE	SN DURCIE	
8	COMPACTED	COMPACTED	MÉLANGE	MELANGE SN	

	SNOW GRAVEL MIX	SN GRVL MIX	NEIGE DURCIE/ GRAVIER	DURCIE/ GRVL	
8	COMPACTED SNOW PATCHES	COMPACTED SN PATCHES	PLAQUES DE NEIGE DURCIE	PLAQUES DE SN DURCIE	
8	SNOW DRIFTS	SN DRIFTS	CONGÈRES	CONGERES	√
9	FROZEN RIDGES	FROZEN RIDGES	ARÊTES GELÉES	ARETES GELEES	
27	WET ICE	WET ICE	GLACE MOU ILLÉE	GLACE MOUILLEE	
27	STANDING WATER OVER ICE	STANDING WATER OVER ICE	EAU STAGNANTE SUR GLACE	EAU STAGNANTE SUR GLACE	√
47	DRY SNOW OVER ICE	DRY SN/ICE	NEIGE SÈCHE SUR GLACE	SN SECHE SUR GLACE	√
48	DRY SNOW OVER COMPACTED SNOW	DRY SN OVER COMPACTED SN	NEIGE SÈCHE SUR NEIGE DURCIE	SN SECHE SUR SN DURCIE	√
57	WET SNOW OVER ICE	WET SN OVER ICE	NEIGE MOU ILLÉE SUR GLACE	SN MOUILLEE SUR GLACE	√
67	SLUSH OVER ICE	SLUSH OVER ICE	NEIGE FONDANTE SUR GLACE	SN FONDANTE SUR GLACE	√

Glossary

#

#: Number

A

ACS: Accountable Sources

AD: Aerodrome

ADMS: Aeronautical Data Management System

AFS: Aeronautical Fixed Services

AFTN: Aeronautical Fixed Telecommunications Network

AIM: Aeronautical Information Management

AIRAC: Aeronautical Information Regulation and Control

AIS: Aeronautical Information Service

AOR: Area of Responsibility

APN: Apron

ATC: Air Traffic Control

ATS: Air Traffic Service

C

CL: Centre Line

comp: complete

CRFI: Canadian Runway Friction Index

CTC: Contact

CTR: Control Zone

D

DB: Database

DME: Distance Measurement Equipment

E

EN: English

F

FAQ: Frequently Asked Question

FATO: Final approach and take-off area

FIC: Flight Information Centre

FIR: Flight Information Region

FR: French

FT: Feet

G

GNS: Global Navigation System

GNSS: Global Navigation Satellite System

GPS: Global Positioning System

GUI: Graphical User Interface

H

HHMM: Hours(2 digits) Minutes (2 digits)

HMI: Human Machine Interface

I

ICAO: International Civil Aviation Organization

ICD: Interface Control Document

ID: Identifier or Identification

ILS: Instrument Landing System

INO: International NOTAM Operations

INS: Inches

L

LDG: Landing

LOV: List of Values

M

MET: Meteorological Services

MHz: Megahertz

MSL: Mean Sea Level

N

NOF: NOTAM Office

NOTAM: Notice to Airmen

NOTAMJ: Special Series Canadian Domestic NOTAM

O

OBS: Observation

OPR: Operator

Q

QA: Quality Assurance

QOS: Quality of Service

R

REDL: Runway Edge Lights

RSC: Runway Surface Condition

RWY: Runway

S

SDO: Static Data Operations

STAR: Standard Instrument Arrival

T

TA: Terminal Adapter

TACAN: Tactical air navigation aid

TBD: To Be Defined/determined

TCA: Terminal Control Area

Tel: Telephone

THR: Threshold

TWY: Taxiway

U

UOM: Unit of Measurement

UTC: Co-ordinated Universal Time

W

WWW: World Wide Web

X

X.25: A communication protocol

XML: Extensible Mark-up Language

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